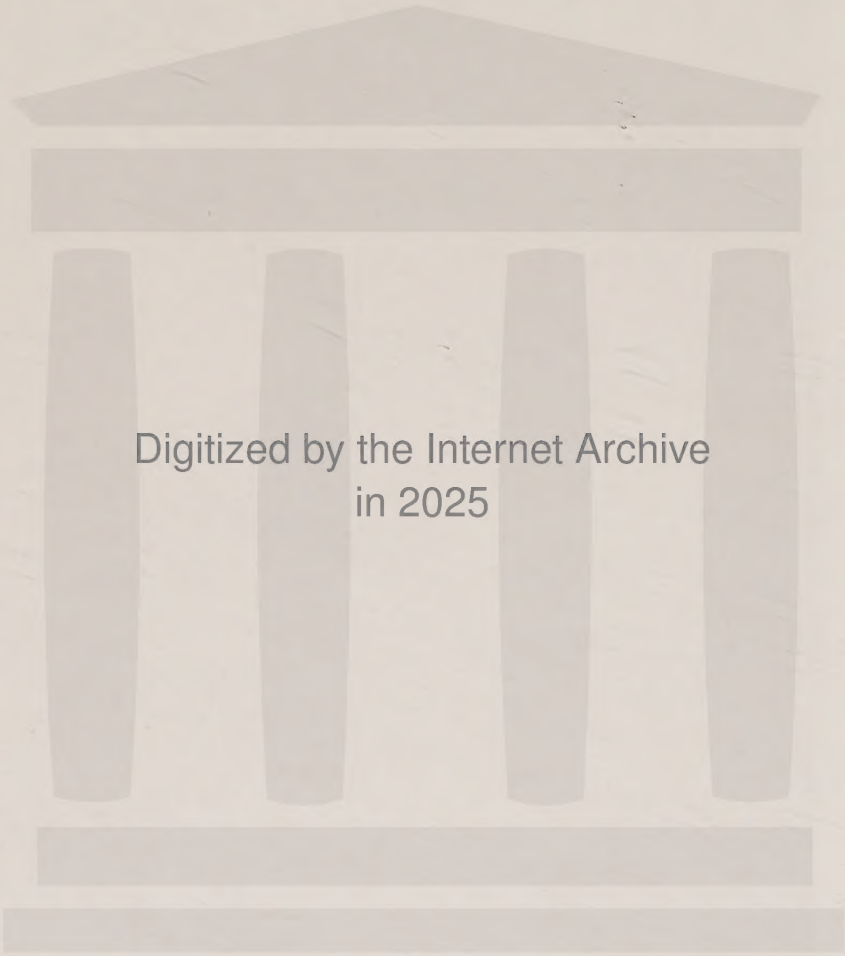
THIRD MILLENNIUM CATALOGING

COLLECTION-LEVEL CATALOGING

Bound-with Books

Jain Fletcher



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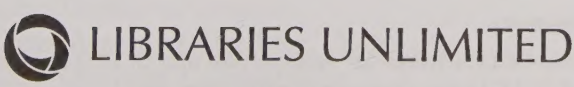
Collection-level Cataloging

Bound-with Books

JAIN FLETCHER

Third Millennium Cataloging
SUSAN LAZINGER AND SHEILA INTNER, SERIES EDITORS



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This book would not have been possible without the vision, intelligence, and creativity of several individuals. The list starts with my first cataloging supervisor, Sue Gullion (now retired from UCLA's Louise Darling Biomedical Library), who first trained me in the proper cataloging of bound-with books, then allowed me to venture into alternative options while providing excellent advice and feedback for it. I have spent my career trying to reach the ideal she presented in her ability to analyze knotty cataloging problems, break them down into logical elements, and work through the solutions while navigating steadily through both national cooperative requirements and local practices. (Readers may recognize Sue as one of the "players" in a practical anecdote later on.)

More recently, in working through a late draft version of *Descriptive Cataloging of Rare Materials (Music)* on actual rare scores with UCLA's music cataloger, Hermine Vermeij, we ran across a few examples of bound-with score compilations. We applied the principles given inside this book to decide on which way to handle each of them. I have selected one of her collectively cataloged options as one of the examples. The same is true of my excellent former intern, Helen McManus, who was keen to learn both ways of handling bound-with compilations. She became an expert and one of the collective samples herein has her mark all over it.

My editors, Susan Lazinger and Sheila Intner, deserve great credit for their insight in believing that this topic could be a valuable component of the literature on collection-level cataloging. I will never be able to thank them enough for their support, advice, and patience through the process of writing this book.

I cannot omit mention of the various knowledgeable colleagues who helped me along the way with technical (mostly image-related) details. For his beautiful photographs of bound-with books, I thank Mauricio Hermosillo. For their advice and unstinting help on scanning and image editing, I thank Caroline Cubé, Josh Fiala, and Octavio Olvera of the UCLA Special Collections Libraries. For his proficient and unflappable assistance with last-minute technical details far

beyond my capabilities, I thank David Lakatta of UCLA's Library Computing Services.

Finally, I would never have had the rich cataloging experiences I have if it had not been for the expansive and abundant holdings of the UCLA Library, which, among other things, has yielded so many opportunities to catalog bound-with books.

Abbreviations Used

AACR1	*Anglo-American Cataloguing Rules*, 1st edition
AACR2	*Anglo-American Cataloguing Rules*, 2nd edition
DACS	*Describing Archives: A Content Standard*
DCRM(B)	*Descriptive Cataloging of Rare Materials (Books) [3rd rev.]*
ISBD	*International Standard Bibliographic Description*
LC 1949	*Rules for Descriptive Cataloging in the Library of Congress* (1949)
MARC	*Machine Readable Cataloging*
RBMS	*Rare Books and Manuscripts Section*
RDA	*Resource Description and Access*

Introduction

Over the past 15 or so years, important widespread initiatives have occurred, aimed at streamlining processes related to the description of bibliographic material. The impetus behind these initiatives was a growing awareness of increasing backlogs and the longer amount of time it was taking from the acquisition of material to the point where it was made ready to be delivered to users. The earliest of these initiatives took place in the mid-1990s and involved cataloging—it was the "core record" movement. The Program for Cooperative Cataloging (PCC), which had started at the Library of Congress (LC) and evolved into a national entity, initiated the concept of a core standard—a minimum accepted "floor" of required fields for every material format (e.g., books, scores, recordings, serials, rare books, etc.), defined and agreed upon by experts in those formats.[1] The point was to relieve catalogers of their perceived obligation of filling every catalog record to excess with information, just because there are slots in which to put it. The concept of "cataloger's judgment" was being restored to cataloging professionals, who could now start with the accepted floor and add only such information and access as was pertinent to the item in hand. This initiative had the best of intentions: to reduce the time taken to catalog from start to finish and deliver material expeditiously to users. One of the memorable "slogans" of this movement was: "An essential component of quality is quantity."

The Association of Research Libraries (ARL) started its prolonged investigation into special collections in U.S. research libraries in 1998, with a survey of the status of these libraries. Its report, written by Judith Panitch, was made available in 2001.[2] The findings of that survey led to an abiding concern about the condition of the holdings, and especially of the backlogs, in special collections. A few years after that survey, the ARL sponsored a paper, "Hidden Collections, Scholarly Barriers: Creating Access to Unprocessed Special Collections Materials in North America's Research Libraries: A White Paper" by Barbara Jones, which appeared in 2003. In September of the same year, ARL held an invited conference at LC called "Exposing Hidden Collections." The conference produced several good ideas and has continued to engender

projects, grants, and articles since that time.[3] The statement on ARL's page for special collections summarizes the crux of their concern: "An enormous amount of valuable material in all formats remains uncollected and risks being permanently lost. Coordinated strategies are needed for identifying, collecting, preserving, and exposing more of these materials to increase their use in teaching and research."[4]

Finally, a paper published in 2005 by Mark Greene and Dennis Meissner, called "More Product, Less Process: Revamping Traditional Archival Processing" has stimulated new attitudes towards the processing of manuscript collections by its managers and practitioners.[5] In the article, Meissner and Greene essentially suggested that, with some controls in place, processors could "let go" of some of the more basic processing steps in order to finish sooner and be able to deliver "more product" for researchers to plumb. This article has had a big impact in the years since its publication, whether or not all the suggestions have been adopted wholesale.

The present book has been inspired by these admirable movements, particularly the "core record" and "hidden collections" initiatives, in which this author took part. The concern about huge backlogs and resources of all kinds being unavailable to users is a very real one that catalogers wrestle with every day. There are several ways that backlogs can be addressed, but one that does not appear to have been brought up in this context is exploring alternatives to the long process involved in cataloging "bound-with books." The current accepted practice calls for complete cataloging of each item in these collections, at least up to the point where this handling becomes unwieldy because the collections are too long. For compilations that reach such an extent, a few alternative treatments have been offered, but usually lack much specific guidance.

This book intends to address the available options for cataloging bound-with books, starting with a survey of existing guidance and ending with suggested guidelines that provide alternative options for collection-level cataloging of these volumes. Before doing so, however, background is provided on the phenomenon of bound-with books, including terminology, their physical appearance—especially their bindings—and even how they have come into existence. Later, in context with the guidelines, physical clues will be offered for identifying them as uniquely compiled and arranged items, especially in comparison to publishers' compilations.

From long experience trying to find information about bound-with books, it is possible to assert that the present book will comprise the most verbiage ever written about this topic. If there is even one research article that gives solid historical background, it has thus far remained elusive. There *is* information available about the cataloging of them in rules from *LC 1949* to DCRM(B),[6] as well as in local technical services manuals, but this information does not go into the "whys and wherefores" of these volumes. That is why the present book attempts to be exhaustive—to ensure that catalogers have as much practical background as possible to be able to make good decisions about the best

cataloging handling that should be provided to whatever bound-with compilations come their way.

In writing this book, an interesting dilemma about terminology has arisen, having to do with the appropriate word(s) for any text that purports to explain how to catalog these volumes. It is difficult to characterize the brief explanations for cataloging bound-with volumes found in *LC 1949*, AACR2, and ISBD as "rules." It would appear obvious that they should be, since the aforementioned titles all represent cataloging rule books. However, as will be seen more fully in chapter 3, with the exception of DCRM(B)—also discussed—the small amount of text in the others explaining how to catalog these volumes steps up to the plate, then steps back and signals that it needs to wipe its hands and adjust its stance a bit. Back up to the plate, it swats and swings at pitches until the end of the "at bat." This is to say that all of them are technically "rules," and these rules, for all their waffling, have even been followed as well as possible in their own times. However, with the benefit of hindsight, it is difficult now to call any of them—except for the recently published DCRM(B)—"rules." In this book, they have most often been referred to as "guidance" or guidelines, but the word "rules" has been applied here as well, just to relieve the overburdening of yet another word starting with "guid-." It is just as difficult to decide how to characterize the approaches suggested in the current book. It would be wrong to call it "best practices" because that term implies a wide agreement. Still, it is hoped that those who read this text will adopt the basic suggestions found here and instill them into their own local practices. On the other hand, the suggestions found here are rooted in the best practices, past and present, either when outlining the item-by-item cataloging approach or in suggesting collection-level treatment. So they are not mere suggestions or approaches (even though these terms have both been used in this paragraph), but are, if anything, suggested guidelines. So, words starting with "guid-" have also been used for the suggestions found within. Finally, every once in a while, this book is called a "manual." It is the sincere hope of the author that it can be used as such, but it is acknowledged that "manuals" are usually written with more straightforward "how-to" sentences and much less "backstory," so, while it is probably not a perfectly apt term, it is used here anyway at times.

A FINAL WORD BEFORE STARTING

While bound-with books represent a relatively small category in the bibliographic scheme of things, they exist in sufficient numbers that most catalogers see at least a few of them within their careers. Some catalogers see them in multitudinous quantities. In my own career thus far, I have cataloged somewhere in the range of five hundred to six hundred bound-with volumes (however, I must admit to having sought them out). Estimating the average number of items in these volumes at somewhere around 10, this means that I have cataloged—in one way or the other—between five thousand to six thousand items within the covers of bound-with books.

In the text that follows, I will speak directly to the reader every so often, if it seems useful to convey something from my own experiences. I have started that practice here in order to communicate my belief that the sheer number of bound-with items I have cataloged has provided me a great deal of insight into the nature of these volumes. The immense undertaking of cataloging so many volumes and items in various bound-with projects is what has caused me to rethink the traditional approach to cataloging these compilations. As will be made clear, I have also had a chance to try some alternative strategies, which are what I intend to share here. Even after so many years of cataloging these volumes, my estimate for their value with respect to their rich content and their part in ensuring the survival of certain more ephemeral publications has increased with each new volume I catalog. I hope to impart my sense of these qualities to the reader and, if possible, engender a sense of urgency about trying to catalog as many of these bound-with books as possible.

NOTES

1. To see more information about the core record, consult the PCC BIBCO page at: http://www.loc.gov/catdir/pcc/bibco/
2. A PDF version of this report can be found on ARL's "Additional Resources" page: http://www.arl.org/rtl/speccoll/spcollres/
3. See the ARL webpage devoted to the hidden collections issue, to find the reports mentioned here and a summary of the conference: http://www.arl.org/rtl/speccoll/hidden.shtml
4. Find this statement and other reports at this page: http://www.arl.org/rtl/speccoll/
5. Read the entire article in *American Archivist* 68 (2005), pp. 208–263.
6. Neither DACS nor the newly developed rules, *Resource Description and Access* (RDA)—at least in the last draft viewed—treats cataloging of bound-with books. This could be an oversight or it may represent a way of looking forward by ridding "next-generation" rules of any discussion of superseded bibliographic practices. However, even though they are no longer being created, ignoring extant bound-with books will not make them go away. Fortunately, because any guidance found in the present book is "rule-book neutral," this lack should not matter; the guidelines found here should be adaptable to any cataloging context.

CHAPTER 1

Background and Overview

People collect everything under the sun. If this truism were not obvious from the existence of museums, libraries, antique shops, flea markets, and other such permanent or temporary repositories, a single long search session through a Web site such as eBay should confirm it. The collections found in libraries and archives focus mainly (but never entirely) on written or graphical matter that uses any manner of implements to set it down and material upon which to present it.

Within libraries and archives, collections can consist wholly of one type of set-down matter, such as company records (whether typed up, keyed in, written down, or combinations of these), art sketches or renderings (whether done in pencils, pastels, watercolor, or other medium), music excerpts, sketches, or single lines from a full score (whether done in ink, pencil, or computer notation program), and so on. Collections can and do consist also of a variety of material combinations, such as letters and photographs or scores and recordings (themselves potentially in multiple forms, such as 78s, CDs, LPs, tapes, etc.). In short, the combinations are seemingly endless.

When such collections arrive at a library or archive, their component items are generally found in boxes, folders, or containers suited to the type of material within (such as multiple-slot cassette tape holders or those plastic sheets with see-through pockets for photographic slides). Items in collections are usually easily separable and reorganizable, if need be, but there are times when the individual items are organized in ways that make such separation difficult, such as items glued to the pages of scrapbooks. When the time comes to organize and arrange the collection, it is the job of the archivist or collection processor to re-house the items into more appropriate containers, with an eye towards permanence (such as acid-free file folders and boxes). The type of material used in the re-housing of the items is chosen based on the decision about how the collection will be organized.

Once organized, the items in the collection are accounted for with a description of each piece, or each folder, or each box. Except for very small collections, it is quite rare to give an item-by-item listing of the collection. Instead, the description is more often at the folder or box level. This itemization is the

focal point of the finding aid, but is not the whole of it. There is also an overall "report" that summarizes the essence of the collection. It provides a title for the collection and gives details about the kinds of containers that are in it, as well as how many of them there are. It also gives background on the original collector (if there is one and if known), whether that is a person, family, or business. It also gives a paragraph or so that describes the scope of the collection, with respect to its topical concentration and the materials held in it. The overall record also includes several other useful details, such as its copyright status, shelving location, immediate provenance (donor or purchase), similarity to other collections in the repository, and more.

The content of the finding aid description has evolved over time, but in the United States, the current standard used for describing collections is *Describing Archives: A Content Standard* (DACS). The full finding aid may start out in a database file (such as Microsoft Access) or other archival-oriented software, and then be printed out for perusal by users. Most institutions now also publish their finding aids to the Web, using various protocols, such as Encoded Archival Description (EAD) or Metadata Encoding and Transmission Standard (METS). Finally, for those institutions that also want their collections discoverable in their catalog, the overall summary report portion of the finding aid is entered into appropriate fields in a MARC record. Many of the MARC fields used in such a collection record in the catalog had been specifically requested, lobbied for, and shepherded through by archive and manuscript collection professionals.

Since archival and manuscript collection processing is often performed by staff who are quartered far from where the cataloging staff reside, these cataloging records are often made by the collection processors instead of catalogers. It does happen, though less often, that cataloging staff is brought into the picture to help create the record for the institution's catalog. When this happens, it is because of the recognition that cataloging staff has much more familiarity with authorized headings and analysis of content in order to apply appropriate subject terminology (usually the Library of Congress Subject Headings) or other thesaurus terms needed for the library's research database. In general, however, most of the work done on collections is performed—start to finish—by archive and manuscript collection staff.

This very broad overview of how collections in libraries and archives are processed and described has been given here to provide stark contrast to a particular kind of collection that is a regular exception to the situation described above. In the first place, this collection arrives at an institution or repository pre-organized and pre-packaged. Even if this collection somehow manages to be directed towards archive and manuscript collection staff, it is generally, if not always, re-directed to the cataloging staff. Once in the hands of a cataloger, for whom the idea of a standard finding aid is foreign, the collection receives a record that more completely resembles a regular catalog record than a finding aid, whether brief or long.

What is this anomalous phenomenon, this thing that may not be a perfect fit in either operation? It is a category of material that catalogers refer to as

"bound-with books." What was that word at the end again—books? Why is something with the word *books* as part of its label being mentioned as something that could be sent to archives and manuscript processors? And even if they *are* sent to cataloging, does this mean they should receive collection-level cataloging? Books are usually regarded as the opposite of what is identified as appropriate for collection-level cataloging. After all, books are printed for mass production and are therefore not unique. As such, they should be individually catalogable and not considered for collection-level cataloging.

So, what is it about bound-with books that may qualify them for a discussion about collection-level cataloging?

The simple explanation is that bound-with books only *look* like books. This resemblance is mainly due to the fact that they are bound like books, but the similarity ends there. The content of these bound volumes consists of multiple items gathered up, stitched together at the left margin, and bound into any number of the kinds of bindings that can be used to cover a book. In these cases, the individual items that make up the contents were not accumulated by a publisher or editor at the point of issuance (as with an anthology, for instance), but by individuals or institutions at some point beyond the publication date of each of the items. The items gathered together usually show a certain amount of similarity with each other. These similarities range from ordinary reasons, such as matching dimensions or formats, up to more lofty ones, such as having a cogent collecting focus, as with volumes centered on an individual, subject, or genre.

The custom of binding individual items together has been in effect for as long as the binding of bibliographic material has been practiced, meaning that it began well before the printing press was invented in the mid-fifteenth century. However, the phenomenon of "bound-with" books (as the term is applied here; read below for further discussion of terminology) exists because of the printing press, since the overwhelming majority of items that make up their content are printed. It is only infrequently that these printed compilations will include a handwritten item or two (for instance, a letter, a poem, the notation of a favorite song, etc.) inserted into the binding structure, clearly related to the rest of the contents.[1]

TERMINOLOGY

Before proceeding further, it is essential to clarify the terminology being used here, since various labels have been applied to bound-with volumes. Part of the reason for this assortment of terms is that these volumes defy easy labeling. None of the terms used have been consistently applied by all parties using them. For instance, the term chosen for use in this chapter, "bound-with"—as in bound-with books, bound-with compilations, bound-with volumes, etc.—is actually one used primarily (probably exclusively) by library catalogers. It relates to a note made in those catalog records where each item within the

FIGURE 1 *This old vellum set (bound around the 1820s) has the "helpful" title inscribed on its spine, Papeles varios ("Various papers"); however, the binding for at least two of the volumes is well-used, so it must have been valuable for someone's library, despite its labeling.*

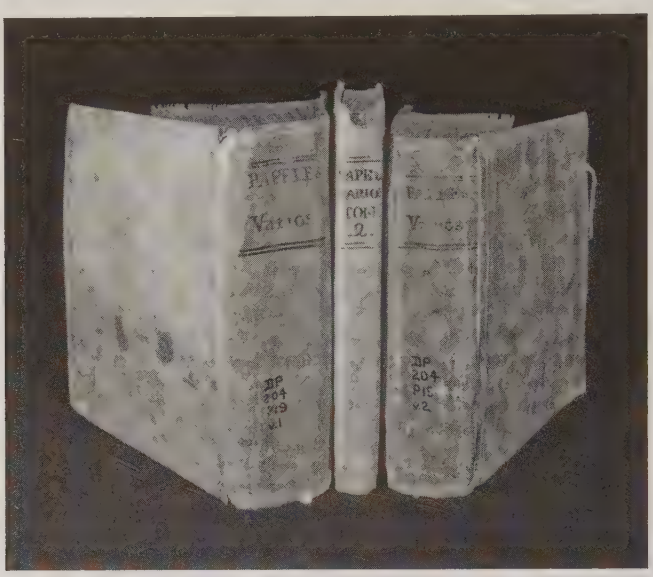


FIGURE 2 *In binding a multivolume disorderly set of incompletely collected farcical plays by Calderón, this shiny-looking, now-faded red-violet cloth (late 1700s to early 1800s) was woven to look like satin, but was a low-cost substitute.*

FIGURE 1 A good example of a book with a volume that uses "library buckram," a cloth woven with strong, sturdy thread.

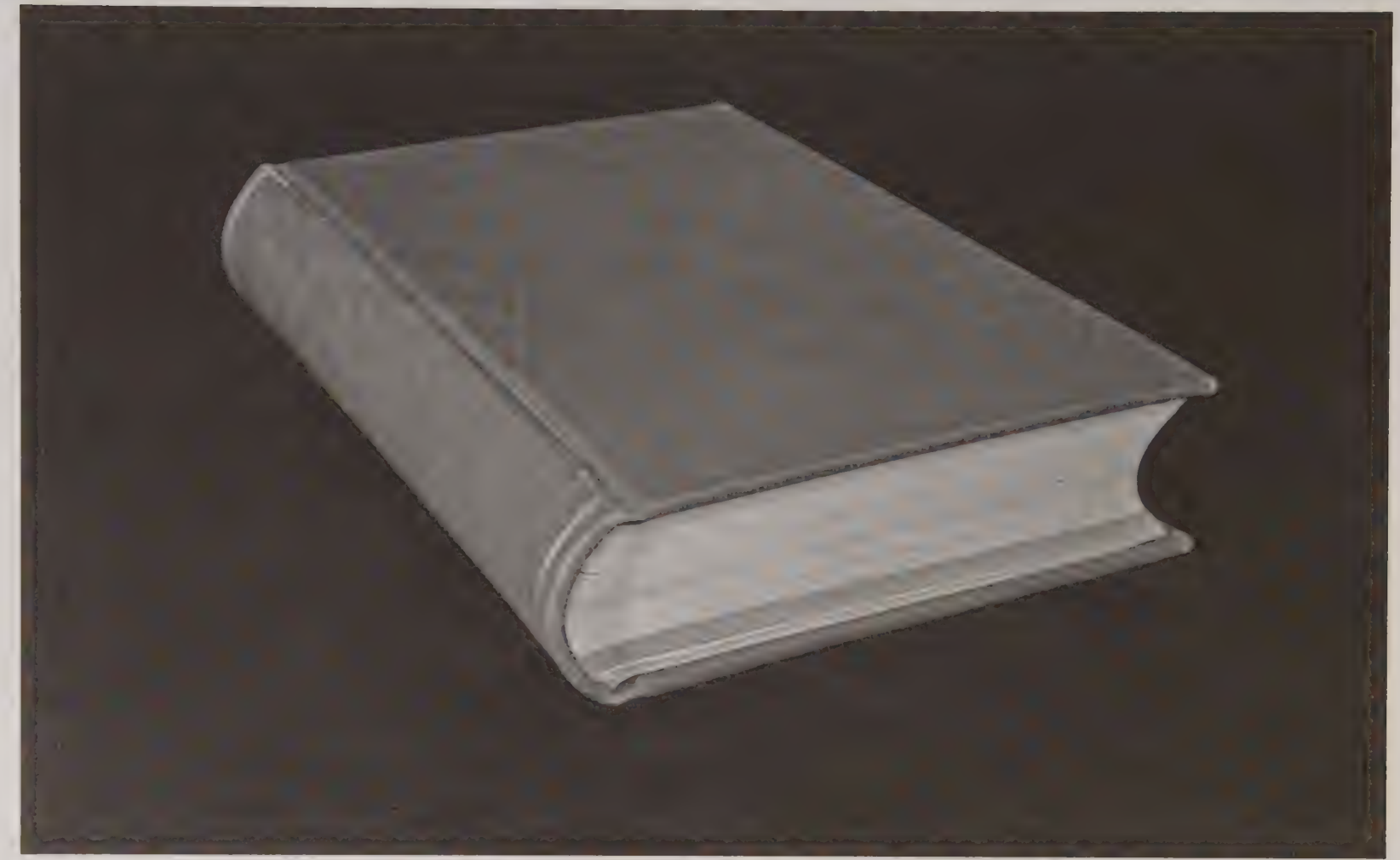
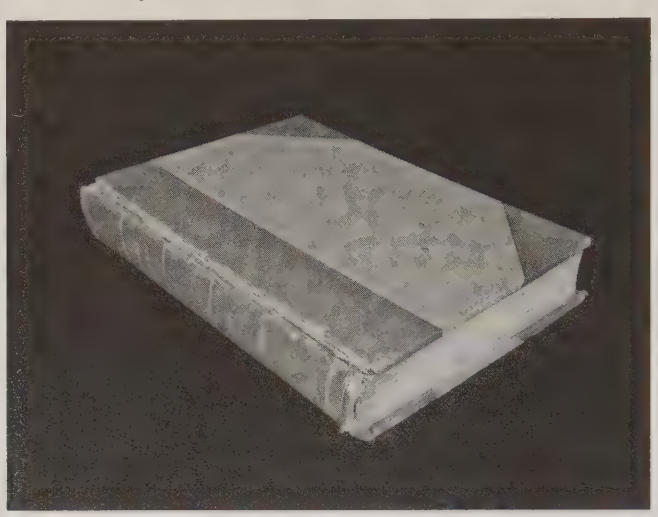
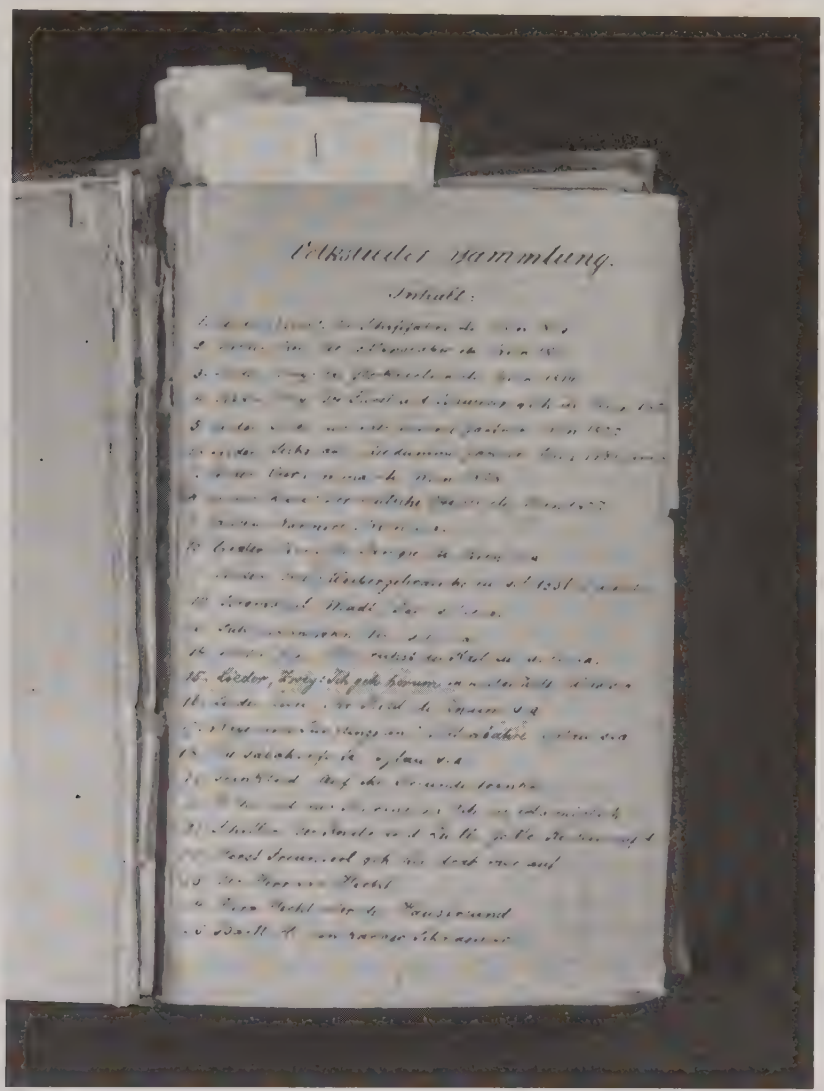


FIGURE 4 *In gathering together the full clippings from a series about the colonial United States and other brief articles on U.S. history featured in Century magazine from 1882 to 1891, another relatively economical binding is used here, with an appropriately stately look: its spine and two outer corners (front and back) in leather (this combination is designated "half leather") and the rest of cloth.*



binding is cataloged separately. The text introducing the formal note is "Bound with:". (An explanation of this item-by-item, or "complete cataloging" treatment, will be given further on.) The summary adjective "bound-with" makes for a convenient short form. (It is sometimes even used as a noun, e.g., "She is making all the records for a bound-with.") Indeed, it is precisely because it is a perfectly serviceable cataloger's term that makes it appropriate for use in this manual focusing on the cataloging of these volumes. Some of the other terms available for use herein were "composite volumes," "tract volumes," "pamphlet books," "Sammelband" (German; plural: "Sammelbände"), and "nonce collections," to name terms having varying degrees of traction in the bibliographical world.[2] Aside from the fact that these are terms used more often by book collectors and bibliographers, each has drawbacks for the purposes of this chapter. For the most part, they do not necessarily differentiate between publisher compilations of previously published works and those that were individually compiled by people not active in the book trade. Publisher compilations from earlier times were often a re-packaging of previously published works, with the addition of a newly printed title page and, if fully fleshed out, a table of contents listing each item within the covers. (It happens less often today, but a current example would be anthologies of sheet music put together by publishers for performers who became popular after the single songs were first produced, with a more inclusive cover title to advertise it.) At least one of the terms, "Sammelband," is used specifically for this purpose; moreover, when used by scholars, it is carefully reserved for publisher compilations that were made in the first century of printing.

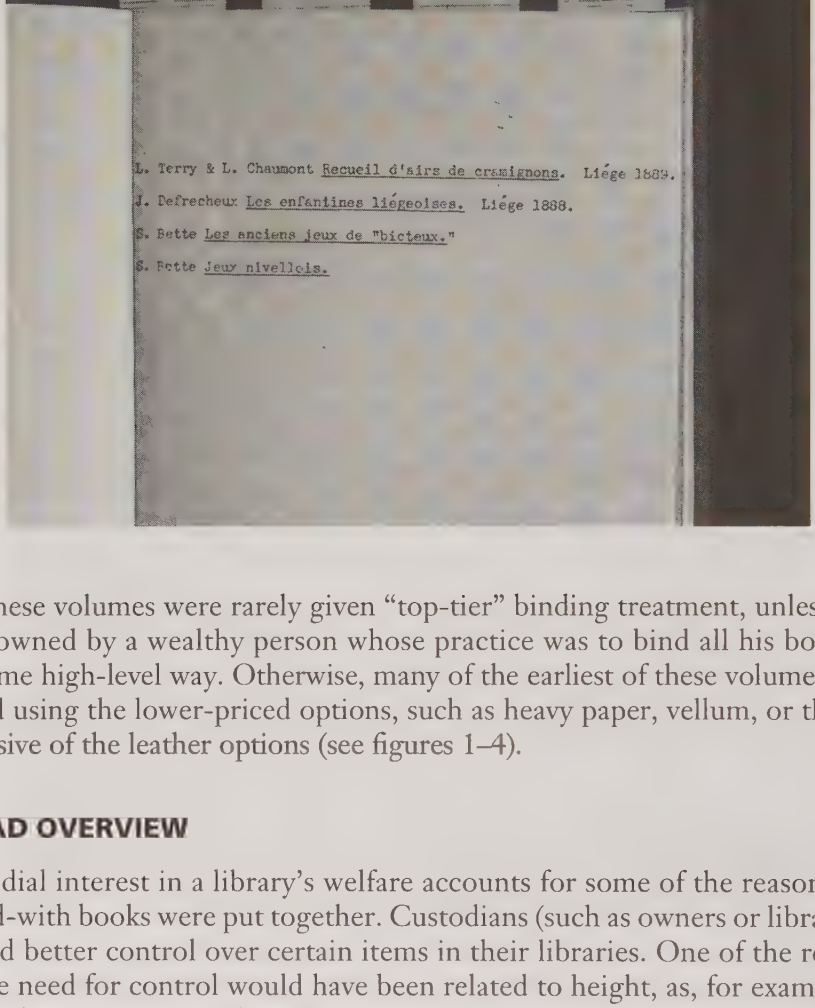
FIGURE 5 *This handwritten list extends several pages, since the contents (the texts and melodies of a collection of popular comic German songs from 1805 to the late 1890s) are no more than six pages apiece.*



BINDINGS

The bindings themselves merit a word here, since they are the *raison d'être* of this entire genre. Oddly enough, the most appropriate descriptive word for the majority of them might well be "unpretentious." Throughout the centuries of their existence, there cannot be said to be a common practice in the style of binding or the nature of the binding material used for bound-with books. However, if any generalized comment about them is safe to make, it would be

FIGURE 6 *An unusually neat table of contents (ca. 1930) for this collection of four scholarly items (two offprints and two clipped articles) about children's music in Liège. (Please note that paper slips are included in figures 5 and 6 to illustrate a point made in chapter 6 about the physical preparation of these volumes prior to cataloging.)*


1
2
3
4
L. Terry & L. Chaumont Recueil d'airs de cramignons. Liége 1889.
J. Defrecheux Les enfantines liégeoises. Liége 1888.
S. Bette Les anciens jeux de "bicteux."
S. Bette Jeux nivellois.

that these volumes were rarely given "top-tier" binding treatment, unless they were owned by a wealthy person whose practice was to bind all his books in the same high-level way. Otherwise, many of the earliest of these volumes were bound using the lower-priced options, such as heavy paper, vellum, or the less expensive of the leather options (see figures 1–4).

BROAD OVERVIEW

Custodial interest in a library's welfare accounts for some of the reasons that bound-with books were put together. Custodians (such as owners or librarians) wanted better control over certain items in their libraries. One of the reasons for the need for control would have been related to height, as, for example, in cases where a number of smaller-sized items scattered throughout a library could not readily be brought to light. To give them a better chance for successful retrieval, these small items would be pulled out and grouped into sets that fell into broadly conceived unifying concepts, then bound into their own volumes. Another control problem that existed with unbound items was that some were so thin or unwieldy that they could not stand on their own, thus necessitating the kind of support that binding can provide. While some owners took the option of binding each flimsy item one by one, others must have found the costs of binding each one separately to be so imprudently

extravagant that they took the option of binding many of them together. The spine of each resulting volume would then be wide enough to inscribe a concise indication of the contents onto it (a "spine title"). This outcome alone went a long way towards resolving the retrieval problem, but many custodians took a further useful step by adding or binding in handwritten lists of the contents at the beginning of these volumes. Often, the list of contents was simply the same sheet that had been used as directions to the binder for the proper ordering of the items doing "double duty" by being re-used and bound in at the beginning, standing in for a table of contents (see figures 5–6).

The kinds of bound-with volumes that survive from the first century and a half of printing reflect the nature of the readers of the time: educated, well-read, and with sufficient wealth to own books, which would have included the costs of having them bound, since most books were sold in an unbound state. During this early period, the bound-together items often exhibit some kind of internal connection, for example, all the publications owned by an individual of a certain author or all the items someone owned about a certain topic, or even items published during a certain period or just falling between a certain range of dates. In subsequent centuries, publishing and literacy became more widespread. The bound-with volumes surviving from this time reflect a wider assortment of interests or activities. While the reasons for accumulating and binding them were still the same as in the earlier period, more people were literate and had the wherewithal to acquire more publications. The publications themselves had more variety, because many more were geared towards popular tastes or activities. For this reason, some of them were of an ephemeral nature; the functional result being that quite a few volumes assembled during this period were comprised of individual components that were flimsy. Printed formats from this period that were targeted to the more general populace and were also often found in bound-with compilations include political pamphlets, religious tracts, periodical literature, almanacs, scores, song sheets, broadsides (large single-sheet publications), maps, etc. Volumes bound according to such formats will often also have a secondary (and even tertiary) sorting scheme, such as scores (format) that are all popular songs (second scheme) specifically for voice and piano (third scheme), pamphlets consisting entirely of sermons, or maps all covering a single geographic area. In the last few centuries, the rise of publicly accessible libraries created yet more reasons for gathering such items together. These more recent bound-with books included topically discrete volumes of "informational" gatherings comprised, for instance, of the pamphlets on all topics taken from folders in pamphlet files, or a portion of election material having to do with a local "hot topic" gathered together for binding after the voting has ended. These volumes are more often found in sensible library-style bindings, such as that workhorse, "library buckram." It is no longer common for individuals to bind the books they own, so it does appear that the twentieth century has seen the end of the phenomenon of bound-with books.

Publishers began issuing books with bindings early in the nineteenth century. As that practice gained momentum, it became fairly commonplace by the turn of the following century to find published material issued in publisher-produced bindings. As a result, the personalized bookbinding trade

dwindled significantly. Even though a few people continued binding books for their own libraries well into the twentieth century, the long period of bound-with books effectively came to a close somewhere around the middle of the twentieth century.

The swift decline in the creation of bound-with books does not mean that catalogers are no longer encountering them. A countless number of them are still extant from the previous five and a half centuries. They are still being uncovered in boxes, in backlogs, and even on library shelves. As for the last, the bound-with books found on library shelves, most have not received their due respect (full description in catalogs). However positive it might be to redress their lack of proper cataloging, it is also worth recognizing that the neglect may have helped prolong their lives, and the fact that they have survived at all has been an improbable part of their story. Throughout their existence, certain forces took active part in the demise of bound-with volumes. The most successful of these attempts were made by people who have felt that the individual items within the covers of bound-with books had more potential for bringing in revenue than the compilation as a whole. They would separate (or "disbind") the pieces from these volumes and try to sell them individually. Evidence of this practice shows up in holdings of loose pamphlets, wherein which many of the pamphlets can still be found with a strip of the former binding material (or remnants of that strip) all along the left-hand margin. Another force detrimental to these compilations has been the substandard treatment they have received in catalogs. Without adequate description, these unpretentious volumes evince no proof of their own value, nor even sufficient indication of their uniqueness. Without this, the volumes are in danger of being disposed of, especially during weeding projects.

VALUE—UNIQUENESS OF COMPILATION; SINGULAR SURVIVAL OF CERTAIN ITEMS

Disposed of, doomed, or at the very least, consigned to obscurity—what a terrible waste! Everything about these compilations exudes uniqueness. The fact that they often accommodate the last remaining survival of one (or more) of the items within makes them potentially valuable assets to bibliographers and researchers. If not that, the entity as a whole represents a miniature collection put together, more often than not, by an often unknown former owner, and worthy of study for the significance of the particular assemblage. Whatever their history is, these volumes are gems in the rough.

As to the potential for uniqueness of the items within the bound-with volumes, there is a greater chance that having been secured between covers has helped prolong the life of ephemeral items, such as short pamphlets, devotional handouts for that week's religious services, songsters, the names and order of dances for a ball (some of them describing or even showing the sequence of steps), political tracts, and the like. These ephemeral items can mostly be described as having a basic structure suitable to a book, meaning they are usually at least four pages long (a single sheet folded once

"bifolium"]). With a few exceptions based on format, it would be extremely rare to find a whole volume filled with single-page items. The characteristics of something "book-like" seem to have been a trigger for the idea of binding it into covers. The exceptions to this pattern include material most often issued in single sheets, such as maps, broadsides, leaflets, or song sheets. Even then, especially for some formats, there was precedence for binding many of them into one cover: for maps it was published atlases, for music, song collections. All of the types of material given as examples in this paragraph were of ephemeral or short-lived value, based on current events and changing information or popularity. Unless steps were taken to gather this material together, and either bind them like books or place them individually with others of the same type into boxes, this material was most likely to have been discarded as soon as its information or content was regarded as no longer current. With today's strong research emphasis on seeking out clues to the daily life and realities of yesterday's cultures, the surviving items in these volumes can be invaluable.

For the bound-with books compiled around a particular person, corporate body, or topic, there is more of a chance that some of the items within the volume would have survived in multiple copies. However, even with these, there can be one or more items inside that are not duplicated in any of the largest catalogs, whether this search for matches includes the holdings of multiple libraries (e.g., in WorldCat® or the *National Union Catalog*) or the world's large national libraries (such as the Library of Congress, the Bibliothèque nationale, the British Library, etc.). Failing to locate a title in any of these places makes it very likely that the item is a unique survival or, in any case, the first one found to have survived. Even for the items within a bound-with volume that *do* have matches in these catalogs, many of them are still quite rare and would be an asset to a library's collection.

NOTES

1. The gathering together of individual manuscript items within one binding is part of the older "manuscript tradition," with the resulting volume being called a "codex" (plural, "codices"). There are long-established ways to describe these codices, so they are not being covered here. The *Descriptive Cataloging of Ancient, Medieval, Renaissance, and Early-Modern Manuscripts* (AMREMM) is a useful resource for cataloging individual ancient to early-modern manuscripts; moreover, in the *Descriptive Cataloging of Rare Materials* initiative, the Bibliographic Standards Committee of the Rare Books and Manuscripts Section (RBMS) is in the process of preparing cataloging rules for manuscripts of all periods.

2. One good online resource for finding specialized terminology related to books is the "Glossary" link found on the International League of Antiquarian Booksellers' (ILAB) site http://www.ilab.org/eng/glossary.html. Not all of these terms listed here will be found there, but it is a good starting point, since citations are made from the "Glossary" to all the resources whose usage and definitions influenced ILAB's definitions.

CHAPTER 2

Early Approaches to Cataloging Bound-with Books

In the cataloging of bound-with books, as it was practiced up until the middle of the twentieth century, the choice was mostly to "brief-list" them as a collective entity in a single catalog entry. Considering that card catalogs did not really come into their own until the twentieth century, this means that, if bound-with books were listed at all, they would have been put into book catalogs in all the centuries before that time. Taking into account the number of titles that can be found between the covers of a bound-with book (which is anywhere from two to over one hundred titles [although the average number of items in the upper range may be estimated to be closer to twenty-five]), the brief-listing will be found (in either book or card catalogs) at various levels of detail. A lower number of items within the volume might have supported the choice to take the time to give more detail, while a higher number might have called for more summary handling.

BOOK CATALOGS

Book catalogs were usually put together for individual personal or institutional libraries and were arranged in several ways—sometimes in purely alphabetical order, but other times, by dividing into various kinds of broad categories, with the choice of categories usually driven by the library's collecting strengths. No single standard for order was followed among catalogs, although there were enough similarities in format order or topical arrangement among similar types of libraries that some of the better catalogs presumably acted as models for others. In the book catalog context, most entries for bound-with books—if or when they can be found—were fairly brief. The description of bound-with volumes mainly consisted of devised titles with some indication of the volumes' physical details, but did not give a place or publisher; a date is indicated in some way, either as a range of dates or indicated as uncertain. Looking at the sample given in figure 7 from the library of Cardinal Giuseppe Imperiali to find examples of the brevity of the entries for bound-with volumes, it is useful to be aware of the differences in the ways unpublished and published volumes were entered. In the entries for *recueil* (a French term, whose use here

FIGURE 7 *Catalog of the library of Cardinal Giuseppe Imperiali, compiled by Giusto Fontanini, dated 1711. This page comes from the alphabetical (main) portion of the catalog, where the entries starting with the word* recueil *occur (beginning at the last quarter of the first column and ending by the last quarter of the second column). This French word can be translated as "gathering" (or "collection") and is often used to start a supplied title for volumes that have been compiled for binding together. At the same time, it is also a word that is used to indicate a kind of an album of similar material (or an "anthology," as the format became more established) in French-language publications. The question to answer about these entries is which of them are for unpublished and which are for published compilations.*

CARD. IMPERIALIS. 413

Recueil de plusieurs pieces du temps de Louis XIII. in 8.

Recueil de plusieurs pieces de l'année 1644. 1645. & 1655. in 4.

Recueil de plusieurs pieces curieuses. Voy. Decanova Histoire de l'Empire de Constantinople.

Recueil des edits de [illegible] par les Rois de France. 1583. in 8.

Recueil des choses [illegible] dans la Ligue. 1598 in 8.

Recueil de diverses pieces curieuses de ce temps. 1649. in 8.

Recueil de divers écrits publiés pendant la Ligue. Paris. 1585. in 8.

Recueil de Edits publics [illegible] 1571. in 8.

Recueil des pieces publiées pour la reduction de Strasbourg. Voy. Discours sur la Neutralité de Strasbourg.

Recueil de plusieurs pieces touchant la Ligue. 1590. in 8.

Recueil de [illegible] de paix de 1559. & par Allemande 1632. in 4. 12 f.

Recueil de plusieurs pieces curieuses de l'année 1649. in 4.

Recueil de plusieurs pieces du temps 1652. in 4.

Recueil de plusieurs pieces du temps 1652. in 4.

Recueil de plusieurs pieces du temps 1652. in 4.

Recueil des Arrests, Sentences, [illegible] & ordonnances de la B. Andre, &c. Imp. in Marca Dissertationes, 1663. pag. 1401.

Recueil des Jubilés Civils. Du [illegible] & [illegible]. Imprimé par Robertson Medecin 1649. in 8.

— De Vitis [illegible]. Voyez Vitæ Pontificum Romanorum 1693. in 8.

Recueil de plusieurs Opuscules. Voy. Tertullien.

Recueil Particulier. Ecrits [illegible] 1571. in 4.

— Le même. Imprimés par [illegible] 1572. in 12.

— Figures [illegible] l'entretenement de la Langue. Paris. 1668. in 4.

— Observations touchant [illegible] 1663. in 4.

— Et autres. Imp. dans [illegible] de Nevers Tournelles.

1. 1.

Recueil de diverses pieces concernant les Privileges de la Faculté de Theologie de Paris. Manuscrit chez Bernard Raimond 1660. in 12.

Recueil de plusieurs Actes sur la condamnation des propositions [illegible] Jansenius. [illegible] chez Antoine [illegible] pag. 1667.

Recueil de diverses pieces touchant la Regale & de l'Assemblée du Clergé de France. Manuscrit chez Antoine [illegible] 1681. in 12.

Recueil [illegible] 1574. in 8.

Recueil de diverses pieces touchant le Royaume de Navarre. Paris chez Pelletier Libraire 1687. in 4.

Recueil de diverses pieces de l'année 1642. & 1643. in 8. 2 f.

Recueil de plusieurs pieces de l'année 1651. & 1652. in 4.

Recueil de plusieurs pieces. in 8. 4.

Recueil de plusieurs pieces touchant la Ligue. Voy. Discours Historique de l'Empire de Constantinople.

Recueil des edits de [illegible] par les Rois de France. 1583. in 8.

Recueil des choses [illegible] dans la Ligue. 1598 in 8.

Recueil de diverses pieces curieuses de ce temps. 1649. in 8.

Recueil de divers écrits publiés pendant la Ligue. Paris. 1585. in 8.

Recueil de Edits publics [illegible] 1571. in 8.

Recueil des pieces publiées pour la reduction de Strasbourg. Voy. Discours sur la Neutralité de Strasbourg.

Recueil de plusieurs pieces touchant la Ligue. 1590. in 8.

Recueil de [illegible] de paix de 1559. & par Allemande 1632. in 4. 12 f.

Recueil de plusieurs pieces curieuses de l'année 1649. in 4.

Recueil de plusieurs pieces du temps 1652. in 4.

Recueil de plusieurs pieces du temps 1652. in 4.

Recueil des Arrests, Sentences, [illegible] & ordonnances de la B. Andre, &c. Imp. in Marca Dissertationes, 1663. pag. 1401.

Recueil des Jubilés Civils. Du [illegible] & [illegible]. Imprimé par Robertson Medecin 1649. in 8.

— De Vitis [illegible]. Voyez Vitæ Pontificum Romanorum 1693. in 8.

Recueil de plusieurs Opuscules. Voy. Tertullien.

Recueil Particulier. Ecrits [illegible] 1571. in 4.

— Le même. Imprimés par [illegible] 1572. in 12.

— Figures [illegible] l'entretenement de la Langue. Paris. 1668. in 4.

— Observations touchant [illegible] 1663. in 4.

— Et autres. Imp. dans [illegible] de Nevers Tournelles.

1. 1.

tands for "gathering," "collection," or even "miscellany"), it is possible to con- true that the first eight of them represent published works, since they all have olaces, publishers, and dates. Beyond that, with two exceptions (one of which is a cross-reference), the entries are for bound-with books, since they do not have oublication information. This deduction is further supported by their generic levised titles, which reflect the broad coverage of their contents. Just for example, a few of the titles translate thus: *Miscellany of several pieces from the years 1649 & 1650* or *Gathering of various curious items of this time [today].*

Another example of a book catalog is the *British Library General Catalogue of Printed Books to 1975 (BLC to 1975)*. Listing as it does all the items from its vast collection cataloged since 1881 (this date representing the culmination of 40 years of re-cataloging the entire collection, according to its foreword), the catalog has an abundance of bound-with entries, which are found in various places throughout. Some of the most readily identified in this category in any book catalog are those with devised titles starting with phrases like: "Collection of . . . ," "Tracts on . . . ," "Pamphlets on . . . ," "Recueil de . . . ," etc. In *BLC to 1975*, the entries are almost as brief and nearly equally lacking in helpful detail as those in the cardinal's catalog from over two and a half centuries earlier, but there are a few differences. For one, brackets are used to signify supplied titles. For another, all entries consisting of these devised titles are entered in a separate section before all the entries for published titles starting with the same phrase. Thus identified, it is also interesting to observe that in the first section, bound-with volumes are interningled with actual collections of printed material. It is easy to tell the difference between bound-with compilations and actual collections because the bound-with volumes can be identified by an indication of their size (for example, fol. [folio], 4° [quarto], or 8° [octavo]). This indication of size may also give a clue to some of the filters used to compile the bound-with volumes: items fitting a specified, but limited, range of heights (for example, for all the items on one particular subject, those ranging from 20 cm to 24 cm set aside to fit a "quarto"-sized volume, those ranging from 16 cm to 20 cm set aside for an "octavo"-sized volume, etc.). The following are some sample entries from *BLC to 1975*, faithfully transcribed and laid out with as close an approximation of each entry as possible:

v. 66, p. 41, col. 1 —
[A collection of 295 ephemeral tracts and single sheets, in prose and verse, printed between 1659 and 1730.]
6 vol. fol. **Cup. 407. ee. 15**

v. 66, p. 41, col. 2 —
[A collection of anti-Catholic tracts.] *London*, 1683–1701. **3936. de. 1-20**
20 v. 4°.

v. 66, p. 43 —
[A collection of ballads, chiefly printed in London by Catnach, J. Pitts and others, mostly between 1800 and 1870, but with a few of earlier date and with a few prose broadsides. Collected by the Rev. Sabine Baring Gould. With manuscript indexes.] 10 vol. [1800?–1870?]
L.R. 271. a. **2.**

v. 66, p. 47 —
[A collection of Portuguese chapbooks.] *Lisboa : Livraria Economica*, [ca. 1900]. **X. 909/23753.**
7 pt. 16-21 cm.

In contrast, the actual collections do not show physical characteristics, with the exception that they often will indicate how many items are in the collection. Either way, aside from the hint that an entry starting with the phrase "Collection of . . . " might contain significant unnamed items, there is very little useful access provided by these entries. To put it another way, there are easily several hundred items represented in the first section of "Collection of . . . " in this catalog, all of which are completely hidden from users!

TRANSITION TO CARD CATALOGS

In card catalogs throughout the country, there still exist older cards that represent early cataloging treatment of bound-with books that appear to have been cataloged in the same tradition found in book catalogs. Just as those found in the book catalogs, these also show various levels of detail. Among these, a card considered to have more detailed information would include a title, a publisher statement (usually indicating the lack thereof), the number of items (extent statement), a table of contents, and a broad subject heading or two. In some cases, the record might be entered with an author statement, if all the items are by the same person. The title is usually devised by the cataloger and is descriptive of the contents in some way (e.g., "A collection of seven English chapbooks . . . " or "Recueil de contre-danses . . . "). If the binder's title is descriptive enough, it might instead be used for the title, with a note indicating that the title is from the piece (e.g., "Binder's title"). The publisher's statement will usually give a good representation of the situation, either using the abbreviations for cataloging terms of earlier times, such as "n.p." (no place), "v.p." (various places), "n.d." (no date), with no entry given when there is not a publisher, or the terms of more recent times, such as "s.l." (*sine loco*, Latin for "without place"), "s.n." (*sine nomine*, Latin for "without name"), and a stab at dating, since "n.d." is no longer allowable in AACR2 cataloging. Under earlier cataloging rules, this statement might look like this: "[N.p., n.d.]" or "[V.p., n.d.]."

THE INFLUENCE OF AACR2 ON BOUND-WITH BOOK CATALOGING BEGINS TO BE FELT

Some of the earlier style of bound-with treatment stretched into the early days of AACR2 cataloging, and when it did, the publisher statement on a card might give evidence of AACR2's influence: "[S.l. : s.n., 1710-ca.1725?]." Some bound-with collections will show a place of publication, for instance, if all items were published by the same person or firm or were all published in the same place. The extent makes clear the number of items within the volume, while not necessarily using consistent terminology for it (e.g., "10 pieces," "17 v. in 1"). Often no size is given, most likely for expediency, but possibly because the individual items within the covers vary in size. While a detailed record does have a table of contents, it usually lists the main titles only, even abbreviating those if feasible; every so often subtitles might also be included. Where the collective entities represent a topical cohesion or focus on a person or a corporate body, subject access might be provided for those aspects. Sometimes, even if there is no topical focus, subject headings may be used as genre terms, if the collection falls into a genre. (Most of these kinds of records were made prior to the time that genre terms were separated from subject terms and genre thesauri were created, so subject headings were applied to stand in for the genre.) A call number is often assigned according to the most prominent subject matter or the genre. The following example shows a detailed catalog entry, probably created in the 1940s, in which the single subject term actually summarizes the common genre of the individual items.

```
PR          [Collection of chap-books published by
974         William R. Walker. Newcastle-on-Tyne,
C694        ca. 1840]
            5 v.  in 1

        Contents. [no.1] The history of James
    Allan, the celebrated Northumberland piper.—
    [no.2] Watty & Meg; or, The wife reformed. Also,
    The fate of MacGregor and Lochiel's warning.—
    [no.3] The long pack, a Northumbrian tale
    of 1723.—[no.4] The witty and entertaining
    exploits of George Buchanan commonly called
    the King's Fool. To which is added, Daft Watty's
    ramble to Carlisle.—[no.5] The life of Blind
    Jack of Knaresborough.

        1. Chap-books.
```

A summary entry generally omits the table of contents listing, while retaining most of the rest. The omission of the longer listing appears more often in cases where there would have been too many items to list. In situations where

all the titles within the volume represented a collection covering the same subject, the decision to keep the entry brief would have been much easier to make

```
DR        Collection of tracts on the Battle of Lepanto.
516       Venice, 1570-73.
C6        81 v. in 1

          Binder's title.

          1. Lepanto, Battle of, 1571.
```

In either case (a detailed or summary catalog entry), sometimes one of the internal items was considered to be the most valuable in the volume. If so, it may well have received some extra notice within the catalog entry.

CONSIDERATIONS ABOUT THE USABILITY OF THE FOREGOING RECORDS

Before moving on, it is useful to consider the effects of this treatment. In earlier times, when such entries were made for book catalogs, there was little chance that anyone would have found specific bound-with volumes, even in cases where they might have known in general that a certain collection existed. The only way users could be sure of finding a collective volume was to know the exact title (perhaps from a citation) that had been given to it (book catalogs generally had a single entry by either author or title). Otherwise, bound-with volumes that might have contained useful items for their pursuit were lost to them. Even catalog entries for bound-with books that *did* include a listing of the contents had to be discovered there before they could be scrutinized for potentially useful internal items. So, for those who might have been consulting the catalog for a specific item, which might well have been in the library, but only within the cover of a bound-with volume—and even if it were listed in the contents for its collection-level entry (far from the where the individual item would have been listed)—there was little to no hope of finding it.

When such entries were made for card catalogs, hope of finding relevant material increased. Not only would the very rare case of a cited devised title be possible to find, there was now also the possibility of finding it through the cards that carried extra tracings, such as the subject or personal/corporate name entry tracings. Someone looking for a certain subject might find an entry for a compiled volume with various items on that topic. More assiduous and savvy researchers might also be looking for authors who wrote on that topic or corporate entities that issued information or reports on that topic. Again, a compiled volume with those added tracings would have more chance of being discovered. In these cases, the catalog entries with an indication of the individual items (a table of contents) would be very useful but, either way, the chances are very good that the researcher would pull that volume off the shelves and look through it.

In cases where summary or detailed card catalog entries have been retrospectively converted for the online catalog, the chances of discovery are even greater. For this situation, when the items have been listed, even by main title only, there is a possibility of finding one of the volume's individual titles—at least when a keyword search is used. However, any more sophisticated search, even title or author/title, would still likely yield nothing.

While it is possible to see that the prospects for finding and making good use of these composite volumes have become much better over time, it is still worth questioning whether or not this is sufficient access. After all, the very existence of these volumes has sometimes been the only reason why some of their individual components have survived. Furthermore, why should each of the bibliographical entities within the volume *not* receive the same kind of treatment as those entities standing individually on library shelves? This question has led to the rationale behind more recent principles governing the handling of bound-with books, where the idea is to give each item within the volume its own cataloging record.

CHAPTER 3

A Survey of Existing Guidance for the Complete Cataloging Treatment of Bound-with Books

ACCESS TO INDIVIDUAL ITEMS IN THE COMPILATION

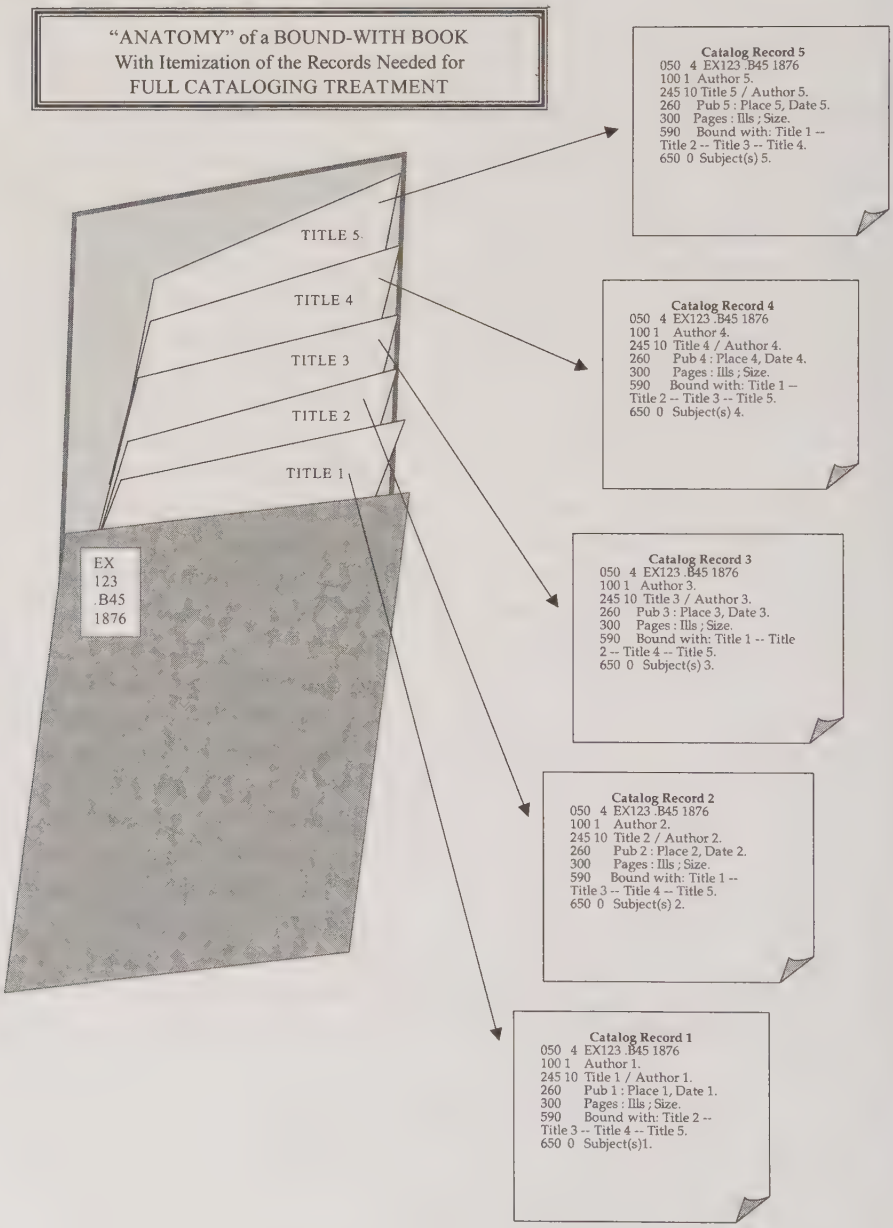
American cataloging rules have contained instructions for more complete treatment of bound-with books since 1949.[1] However, the practice of providing complete cataloging treatment for each item in a bound-with book only seems to have been wholly embraced (meaning, considered to be the most appropriate treatment) by cataloging agencies by the time the *Anglo-American Cataloguing Rules* had fully incorporated the ISBD principles in its 1978 edition. There is no question that such treatment provides the most specific access to individual titles in a bound-with book, whether the level of cataloging chosen for each item is full or less-than-full (e.g., core). For this reason, even though this manual will later propose alternative collection-level options for bound-with books, the complete cataloging approach for individual items should continue to be considered as a valid and viable option. The factors that would influence the choice between complete and collection-level treatment in the cataloging of bound-with books will be discussed after the particulars and consequences of each option are presented.

Whenever the decision is made to give complete individual cataloging treatment to each item within a bound-with volume, the result is a straightforward task for a trained cataloger: just catalog as usual. Indeed, the only decision remaining is which level of cataloging should be applied to each of the titles. Still, there *does* need to be a bit more added to the record than with regular cataloging, since it is important to provide a few critical indications that these items are inextricably tied to each other within the volume. A primary reason for this has to do with the difference in call number assignment practices in cataloging single items separately as opposed to single items within the same cover. As applied to bound-with volumes, call number assignment for individual items within the volume will have significant effect on their accessibility and circulation.

ASSIGNING CALL NUMBERS

In the cataloging of separate items, call numbers are customarily assigned according to some kind of shelving scheme (usually based on Library of Congress or Dewey classification schedules) based on analysis of an item's content by the cataloger, who then assigns an alphanumeric or numeric

FIGURE 8 *"Anatomy of a Bound-with Book" shows the composition of a generic bound-with book; the volume depicted has five titles, within a grey binding, showing the call number label on the upper left-hand corner. The five records to the side give useful particulars of the individual records needed for complete bound-with cataloging.*


"ANATOMY" of a BOUND-WITH BOOK
With Itemization of the Records Needed for
FULL CATALOGING TREATMENT
TITLE 5.
TITLE 4
TITLE 3
TITLE 2
TITLE 1
EX
123
.B45
1876
Catalog Record 5
050 4 EX123 .B45 1876
100 1 Author 5.
245 10 Title 5 / Author 5.
260 Pub 5 : Place 5, Date 5.
300 Pages : Ills ; Size.
590 Bound with: Title 1 --
Title 2 -- Title 3 -- Title 4.
650 0 Subject(s) 5.
Catalog Record 4
050 4 EX123 .B45 1876
100 1 Author 4.
245 10 Title 4 / Author 4.
260 Pub 4 : Place 4, Date 4.
300 Pages : Ills ; Size.
590 Bound with: Title 1 --
Title 2 -- Title 3 -- Title 5.
650 0 Subject(s) 4.
Catalog Record 3
050 4 EX123 .B45 1876
100 1 Author 3.
245 10 Title 3 / Author 3.
260 Pub 3 : Place 3, Date 3.
300 Pages : Ills ; Size.
590 Bound with: Title 1 -- Title
2 -- Title 4 -- Title 5.
650 0 Subject(s) 3.
Catalog Record 2
050 4 EX123 .B45 1876
100 1 Author 2.
245 10 Title 2 / Author 2.
260 Pub 2 : Place 2, Date 2.
300 Pages : Ills ; Size.
590 Bound with: Title 1 --
Title 3 -- Title 4 -- Title 5.
650 0 Subject(s) 2.
Catalog Record 1
050 4 EX123 .B45 1876
100 1 Author 1.
245 10 Title 1 / Author 1.
260 Pub 1 : Place 1, Date 1.
300 Pages : Ills ; Size.
590 Bound with: Title 2 --
Title 3 -- Title 4 -- Title 5.
650 0 Subject(s)1.

coding" for it. This way, each item will be shelved next to other titles of imilar content. However, this routine situation does not apply when individ-ıal items fall within one bound-with cover. Even though each title within a ound-with volume potentially warrants a very different shelving code (call ıumber) than its neighbor, it is impossible for it to be shelved in its own pot, since it is glued (quite literally) to other items. Consequently, an indi-idual bound volume can only be assigned a single call number, for the sim-le fact that the volume itself cannot be in two (or more) places at once. In loing so, the practice has generally been to assign the call number applicable o the first item within the compilation to the records for each subsequent tem in the volume.

The widespread practice of assigning a call number to the whole volume hat is pertinent only to the first item in a bound-with book has been in lace for at least several decades, but it is admittedly not a perfect solution. Even though each item in the volume has otherwise been given complete ataloging treatment, the "one size fits all" call number, as taken from the ne assigned to the first item, effectively hides any of the internal items that annot be assigned call numbers appropriate to their content. For users who ke to scan library shelves (or scan "virtual" shelves with an online call num-er search) for serendipitous finds in their fields of interest, the lack of an ppropriate call number for each item is a shortcoming. Instead of finding ll relevant titles, the internal items are located far from where the user is valking (or scanning)—on a shelf along with the first title, hidden inside an nconspicuous binding. On a less important level, there is also a certain egree of awkwardness to the single call number assignment when it has a ate at the end of it[2] (which, remember, is assigned, along with the rest of he call number, for the date of the first piece in the volume). While many sers do not have sufficient comprehension of call number schemes to realize nat the classification found in the catalog for any of the internal items does ot jibe with the code for the analysis of its content, they do know that the ate at the end of the call number usually matches the publication date of ne item. For an internal item within a bound-with volume, the publication ate can differ by several years before or after the date of the first item in ne volume—whose date is the only one represented in the call number. This iscrepancy is confusing to users and can even be jarring to many knowl-dgeable library staff members.

IOTE ABOUT OTHER TITLES IN VOLUME

Iost cataloging rules contain a certain amount of guidance that addresses ne hidden nature of the internal items by instructing that a note be given o indicate that there are more items in the volume. The primary purpose or this note is to prevent confusion in the following scenario: a user finds ne title she is seeking and it happens to be within a bound-with volume. s she checks the volume out of the library, it does not matter to her that ne has no use for any of the other titles in the volume, she is just happy

she has been able to locate the item she needed. A few days later, another user finds a catalog record for a title that just happens to be within the same bound-with volume. Upon going to the shelf to retrieve it, he finds there is nothing on the shelf where it is supposed to be. He does not remember any indication in the online system that the item was checked out. Anxious to find it, he goes to a public services staff member to find out where it might be. The staff member consults the catalog and is able to diagnose the situation: there is a note in the bibliographic record for the item indicating that it is one of many within a single volume. The note also indicates which title is first in the volume, and when the staff member searches that title she finds that the volume is checked out. Armed with that knowledge the user can now wait until the volume is returned or place a "hold" on it. The note that has been so helpful to the staff member—and the user—is called a "bound-with note" (see figure 8).

COMPARISON OF EXISTING GUIDELINES FOR "BOUND-WITH NOTES" IN COMPLETE ITEM TREATMENT

The value of the "bound-with note" for providing links to the other titles in a compilation cannot be overestimated. This section surveys the bound-with note recommendations from selected relevant cataloging rules, in order to evaluate the relative fullness of their guidance. Following the survey will be suggestions for "navigating" the rules for making the most effective bound-with note.

As will be seen, the rules differ somewhat in their guidance but, one way or the other, a single note (the bound-with note) is stipulated to indicate that other titles exist in the compilation. A variety of recommendations exist for the fullness of the note, with the fullest being a listing of each title in the volume. The next level down is for a note in each record that gives only the title of the first item and an indication of how many others are bound with it. Finally, the least informative note prescribed would simply indicate that there are several items in one compilation. Whenever a range of options is provided, it is usually evident that the descending range of information called for is subject to the increasing number of items in the volume. Recommendations on what form the notes should take differ somewhat over time, but the concept of keeping the note as brief, yet informative, as possible prevails throughout. The comparison that follows is separated into discrete parts representing the different types of useful information and relevant guidance found in these notes.[3]

IDENTIFYING THE COMPILATION—PART 1

The Library of Congress's cataloging guidelines were shared with the nation's catalogers in a 1949 publication called *Rules for Descriptive Cataloging* (*LC 1949*). Its procedures for dealing with bound-with material start out by

howing clearly that the note was intended for variations on the scenario given bove.

***Library of Congress 1949* rules (start)—**

3:18. NOTES OF WORKS BOUND TOGETHER

If several works issued independently are subsequently bound together, the entry for each work in the volume bears a note to show the presence of the other work or works. For the first work in the volume, the note is simply a matter of physical description and need not have prominence. Since, also, it may not apply to other copies of the work, the note is generally the last one in the entry. For the second or any succeeding work in the volume, for which *the note may be necessary to identify the work on the shelves or to explain a call number that appears to be incorrect* [italics added], a prominent position [in the record] is desirable; it is usually the first supplementary note.

The note begins:

Bound with

Bound with the author's [or authors'] . . .[4]

While relatively brief, it can be seen that this first portion of the guidance ontains an adequate amount of information to help the cataloger identify a ound-with volume, as well as useful background on why the note is necessary. However, over time, as the standards have progressed, the rules have stopped ifferentiating between publisher-issued groupings and unique compilations nd have merged it all into guidance for what is called a "With note." With AACR2, the text has become much briefer and "genericized," inclusive of all ompilations without a collective title.[5] It also appears without much helpful uidance on actual application.

AACR2 (text)—

1.1G2. If, in an item lacking a collective title, no one work predominates, *either* describe the item as a unit . . . *or* make a separate description for each separately titled work, linking the separate descriptions with notes. (see 1.7B21).[6]

1.7B21. "With" notes. If the title and statement of responsibility area contains a title that applies to only a part of an item lacking a collective title and, therefore, more than one description is made (see 1.1G2), make

a note beginning *With:* and listing the other separately titled works in the item in the order in which they appear. . . .[7]

FORM OF THE NOTE—PART 2

In looking for direction on how to provide a full listing of each title in the note, the cataloger will find some indication of what form that note should take. In the case of the Library of Congress 1949 rules, this consists of guidance and relevant examples:

***Library of Congress 1949* rules (continued)—**

3:18. NOTES OF WORKS BOUND TOGETHER

. . .

The citation of the other work or works in the volume, to be added to the above, takes the following form: the author's name in catalog entry form, with forenames (if more than one) represented by initials, brief title, place and date of publication, and size if it varies two or more centimeters from the size of the other work. If there are more than two titles bound together all are cited only in the entry for the first item in the work.

Bound with the author's Out of the depths. [New York, 1945?] and Nash, Robert. Label your luggage. [New York, 1945?]

Bound with the author's Our Lady's hours. [New York, 1945?]

Bound with Ryan, Mary. Our Lady's hours. [New York, 1945?][8]

Unlike the *LC 1949* rules, the text of AACR2's guidance for an "item lacking a collective title" has no specific recommendation for the layout of the "With" note. Instead, the examples following its preceding text appear to have been considered sufficient to provide guidance. The cataloger may glean from these that the note should be entered just as it would be for the transcriptive portions of AACR2's catalog entry. So, aside from the ISBD punctuation style, the examples have changed from those in the *LC 1949* rules mainly by changing their point of entry. Examples from chapter 2 (covering books) are given below to show AACR2's recommended layout, but catalogers will also find further useful examples in nearly every other chapter (except 4 and 13). A rewarding benefit of taking a look at these other examples is that they present more insight into how publisher-issued combinations occur in the various formats.

AACR2 (2.7B21 examples)—

With: The reformed school / John Dury. London : Printed for R. Wadnothe, [1650].

With: Out of the depths / Mary Ryan. [New York : s.n., 1945?] — Label your luggage / Robert Nash. [New York : s.n, 1945?]

With: Of the sister arts / H. Jacobs. New York : [s.n.], 1970.[9]

ADDITIONAL USEFUL GUIDANCE—PART 3

The text and examples for "With notes" in AACR2 end there. In contrast, additional guidance is found in the *LC 1949* descriptive rules, which were helpful in suggesting options for volumes with copious items, as a way of reducing potentially long entries.

***Library of Congress 1949* rules (conclusion)—**

3:18. NOTES OF WORKS BOUND TOGETHER

. . .

If the works bound together are numerous (such as a collection of pamphlets or other small works) or are being classified as a collection, a collective catalog entry is prepared. If the parts are also to be cataloged separately, their place in the collection is indicated. The specification is given in a supplementary note in the analytical entry. (See chapter 6, Analytical entries.)

No. 3 in a vol. with binder's title: Brownist tracts, 1599–1644.

Vol. 140, no. 6, of a collection with binder's title: Waterman pamphlets.

This part of the rule makes clear that a call number, applied according to the scope of the entire volume (or volumes), should be provided when it is "classified as a collection," meaning, when a single record is made for the collective entity. The examples shown here would not be for the collective entry, however, but for each "analytic" record made "*If* the parts are *also* to be cataloged separately . . . " [italics added].

This is why the rules for analytical entries are also invoked. The practice of making analytical entries for bound-with books was effectively made obsolete with the omission of this part of the rule in AACR2. No indication is given as to why the reference to analytic treatment was deleted for bound-with books.

However, it is possible to surmise that the decision was made as the result of a growing recognition that the increase of cooperative sharing was going to lead to trouble for records that described the individual items in a bound-with (unique) book. Analytical (or analytic) entries (a term that basically provides a way to make separate records for the parts in a larger entity) are still a valid option in other instances.[10] Perhaps the most common instance of analytic entries would be those made for separate articles in a journal, where the format requires a reference back to the journal itself. A reference in a record to a larger entity works well for published material but not as well for anything unpublished, especially in a cooperative environment, since there would only be one copy in the world of that unpublished item. For instance, if a cataloger were to choose analytic treatment for the items in a bound-with book (instead of the "full treatment" being explained here), each of their catalog records would refer back to the collective title for that bound-with book. Since analytic records also provide much less detail than "full treatment," there is also not as much helpful information about how to find the overall volume. Still, in the days when this combined treatment was completely localized in a single catalog (and not shared in an international database, such as WorldCat®), an analytic entry for a bound-with book was usable. However, as soon as any library's analytic records are put into a cooperative database of any size, they need to be able to work just as well in the larger context as in the local one. So, for any record that indicates where an article described in an analytic can be found in a published journal, people all over the world can find the closest library with that journal and locate the analyzed item. In contrast, a catalog record for each item in a unique collective entity that refers to its binder's or devised title provides only a "red herring" for the unsuspecting user, since it will not be found in any other libraries.

COMPARISON BETWEEN LC 1949 AND AACR2

Before moving on, it seems worthwhile to speculate about the reduction in helpful detail in AACR2's guidance from that in LC's. One wonders if the text in AACR2 really provides sufficient guidance. Is its generic wording, without specific allusion to bound-with books, a way of giving tacit guidance to these unique (local) volumes, despite the fact that its guidance does not appear to be intended to address local practice? Is AACR2's guidance truly intended to cover bound-with books at all? Taking the text of the rule, as well as its examples, it seems reasonable to argue that it is intended to cover only publisher compilations. However, a lifeline is thrown to those seeking guidance for bound-with books. It is found in the index, where the entry for "bound with" points to the "With: note" entry. This may be an "exaggerated wink" to those in the know ("Far be it from *us* to tell *you* how to catalog your unique material, but since you are asking . . . ") or it may truly be that its few short paragraphs of guidance are intended to cover all similar situations. If any comfort is to be taken from this nagging uncertainty, it is that it represents a certain acknowledgment that bound-with books are still a part of the current cataloging

environment. Unfortunately, the guidance is so perfunctory that it has necessitated the creation of clarifying procedural documentation for cataloging staff at institutions across the country.[11]

SEEKING FURTHER GUIDANCE

Fortunately, there is relief to be found from the panoply of rulebooks that supplement AACR2—cataloging manuals that have been created to provide more extensive coverage for specialized formats or materials. The most helpful of these, with respect to the bound-with situation, is a set of cataloging rules that is fully compliant with AACR2 and was created to target a pool of catalogers who might be most likely to come into contact with, among other older materials, bound-with books. It is called the *Descriptive Cataloging of Rare Materials (Books)* (*DCRM(B)*), now in its third revision (published at the end of 2007). Its relevant guidance for treatment of "items lacking collective title" harks back to the Library of Congress rules from 1949 with respect to its attempt to provide helpful information for identifying the material, as well as recommendations for handling the different types of situations. It is also careful to indicate that publisher-issued compilations would be one of several general (or "public," as some call them) notes (MARC 500), since the information would be shared by all manifestations of the item, while individually compiled volumes would be in a "local" note (MARC 590), along with every other type of local note covered under 7B19.

DCRM(B) rules—

7B18. "With" notes

7B18.1. If the description corresponds to part of a publication that is made up of two or more separately titled parts that are also separately paginated or foliated and have separate signatures, but which have been issued together, make a note beginning "With" followed by a colon. List the other parts of the publication in the note, in the order in which they are found. In the case of bound volumes, list all the other parts on the record for the first part and, in general, only the first on the records for the subsequent parts. (Do not make such "With" notes when the pagination, foliation, or signatures of separately titled parts are continuous with the part being described. Instead, record these titles in a contents note as instructed in **7B16**.)

7B18.2. For each work listed, give only the elements listed below:

a) the heading; normally give this element first, usually in catalog-entry form (e.g., with inversion of personal names under surname, but not necessarily including personal birth/death dates, corporate qualifiers, etc.)

b) the title proper as found in the record for the work; long titles may be shortened (whenever the uniform title is considered useful for the identification of the work, record it within square brackets preceding the title proper)
c) the primary statement of responsibility as found in the title and statement of responsibility area of the record for the work, unless it is redundant of the heading or exceedingly lengthy
d) the publication, distribution, etc., area as found in the record for the work, abridged as necessary, without using the mark of omission

> With: Dunton, John. The merciful assizes, or, A panegyric on the late Lord Jeffreys hanging so many in the West. London : Printed for Eliz. Harris, 1701

7B18.3. If the works were bound together subsequent to publication, rather than issued together by the publisher, distributor, etc., make a local note according to the instructions in 7B19.3.4, if considered important.[12]

. . .

7B19. Copy being described and library holdings (Local notes)

. . .

7B19.3.4. Make a local note, if considered important, whenever a publication has been bound with one or more works subsequent to publication. Preface the note with the words "Bound with" followed by a colon. Formulate the remainder of the note according to the instructions in 7B18.

> Special Collections copy bound with: The Bostonian Ebenezer. Boston : Printed by B. Green & J. Allen, for Samuel Phillips, 1698 — The cure of sorrow. Boston : Printed by B. Green, 1709.

7B19.3.5. If it is considered that the works are too numerous to be listed exhaustively, make an informal note such as the following:

> University of Pennsylvania copy: No. 3 of 7 works in a vol. with binder's title: Brownist tracts, 1599–1644.[13]

IS THERE ANYTHING ELSE OUT THERE?

One final look at a current set of rules that provides some bound-with guidance comes from the International Federation of Library Associations and Institutions (IFLA), in its recent consolidation of its former format-specific *International Standard Bibliographical Description* (ISBD) manuals. The bound-with rules come from the "Notes area." Though not extensive, these rules are given here to show that the international community also concurs that bound-with compilations should be addressed. Although they are similar to

the others being reviewed herein, there are a few variations in the form and content of the note.

Consolidated ISBD (2007)—

7.11 Notes relating to the copy in hand

. . .

For older monographic resources:
These are to be carefully distinguished from other notes, although for many older resources it will not be readily ascertainable whether the characteristics of a single copy are shared by other or all copies.

These notes may be characterized and grouped in the following order:

1) Notes relating to the physical characteristics of the copy in hand . . . [explication omitted]
2) Bound with copies
3) Provenance note . . . [explication omitted]
4) Action note . . . [explication omitted]

. . .

[Extraction of "Bound with copies" examples from those given for all the categories above:]

> Bound with: The Boston Ebenezer. Boston : printed by B. Green & J. Allen, for Samuel Phillips, 1698; The cure of sorrow. Boston : printed by B. Green, 1709.
>
> Bound with: The whole booke of Psalms . . . (STC 2661.5); The booke of common prayer (STC 16395).
>
> Bound as no. 2 in a pamphlet volume with 16 other titles.[14]

QUALITY/QUANTITY COMPARISONS

It may not be immediately apparent to anyone who consults the existing rules to seek further guidance on bound-with compilations how widely they vary from one another. However, when placed together and compared, as four of them have been here, many issues and questions arise. For one, it is possible to question whether the widely adopted overall rules (AACR2) even address individual bound-with books, except perhaps obliquely, as mentioned earlier. It also becomes apparent that the only set of rules that gives any indication of *why* the note is important (*LC 1949*) is also the only one that was superseded several decades ago. Moreover, only *LC 1949* and ISBD explicitly indicate that the note's placement in the record should be "prominent," even though they differ in their location of this prominence. However, the concept of note

placement is covered differently in AACR2 and DCRM(B), which both hav an overall "order of notes" rule (for AACR2, the rule number is 1.7B2), sayin that notes should be given in the order they appear in each set of rules. In bot cases, the "with-note" rules are placed near the end of Area 7, so the notes d seem to be relegated to a place of least prominence. A reminder must be mad here that there is an "escape clause" in the "order of notes" rule, stating tha any note can be given first " . . . when it has been decided that note is of primar importance." However, it is doubtful that this exception is ever taken for th bound-with note, although some institutions may have internal documenta tion that recommends giving it more prominence by placing it above the las note.

In only two of the sets of rules compared here (*LC 1949* and DCRM(B) is there coverage that is apparently intended for individual bound-wit books. The opening sentence in *LC 1949* that specifies the circumstance requiring the note ("several works issued independently [that] are subsequentl bound together") seems to indicate that the entire rule is targeted toward individual bound-with volumes, despite its incursions into the area of "issue with" situations. DCRM(B) makes distinctions between publisher combina tions and individual compilations much less ambiguous. Moreover, it eve establishes the fact that the former should be entered as a public note (th "with note") and the latter as a local note (the "bound-with note"). Under wha appears to be its own designation for local notes ("copy in hand"), the ISBD rules allude to the distinction between publisher and individual compilation (in saying that it " . . . will not be readily ascertainable whether the characteristic of a single copy are shared by other or all copies"). Since this guidance is unde the heading for a local note, the cataloger must extrapolate that the coverage i intended for volumes where the characteristics of a single copy are *not* share however, the rules do not give any idea of what the difference in application woul be in cases where the characteristics are *known* to be shared (i.e., publisher' combinations).

Leaving aside for the moment the issue of whether or not the rules unde review here apply to publisher or individual compilations, there is at leas agreement among them that a note should be made giving some indication o the contents of the volume. The *LC 1949* rules provide a full range of thre levels of options for form of the note (a complete listing of titles, a summar note without titles, and a collective treatment); AACR2 gives only one optio (complete); DCRM(B) gives two options (complete and summary); ISBD pro vides no actual guidance in this regard, but gives examples with three appa rently different options (though it actually represents two variations o complete and one of summary treatment). Of these, only *LC 1949* an DCRM(B) describe a way of formulating the notes, with DCRM(B)'s bein the most carefully delineated.

In describing how to formulate the "bound with" note, both *LC 1949* an DCRM(B) use the terminology "catalog entry form," and continue by describ ing how that term applies to each of them. The *LC 1949* rules came out durin a time when brevity was of high importance, since information needed to b

kept manageable on a 3″ × 5″ card. So, even for a completely realized entry, there were methods for reducing the amount of duplicative information. One of these involved the statement of responsibility: if the author's name clearly matched to the name in the main entry (e.g., "by Mary Beck" is recognizable in the heading "Beck, Mary, 1879–1944"), it did not need to be included after the title. Only if it did not match ("by Mary Parsons"—a pseudonym [fabricated here] used by novelist Mary Beck when she wrote mysteries) would the name found on the item be entered following the title information. In the majority of cases, the former situation applied. Therefore, when using the term "catalog entry form," each set of rules assumes prevailing practice. The description of catalog entry form in the *LC 1949* rules states " . . . with forenames (if more than one) represented by initials, brief title, place and date of publication . . . " and the examples confirm that the entry starts with the author's name in inverted form (or "author main entry," as it is now known).

On the other hand, AACR2 does not even mention the term "catalog entry form," nor does it give any explanation of how to enter each title in the recommended listing of titles. However, it does *show* how to enter them through its examples,[15] which mostly consist of updated versions to those found in the *LC 1949* rules. It is interesting to compare them. In the AACR2 examples, there is no longer a "main entry"; instead, the layout is in descriptive cataloging form, with the statement of responsibility following the title, and ISBD punctuation separating those elements. So, it appears that AACR2 is indicating that the author's name should be handled in this somewhat different way. Unfortunately, there is a problem with this approach since it does not give a solution in those cases when the name transcribed from the title page is *not* the same as the authoritative form ("Mary Parsons" vs. "Beck, Mary, 1879–1944"). Since this note is being given in large part to help users search the catalog to find the main (first) title in the volume, in order to locate it to find the internal item that interests them, the issue of varying forms of name entry could very well have an effect on that search.

Once again, DCRM(B) has addressed this topic. In its "with" and "bound-with" rules, DCRM(B) specifies that "catalog entry form" is intended to include the name in authoritative form, although it does allow for truncation, for instance, to omit any dates. DCRM(B) chose this method of entry as a way of dealing with the greater likelihood that earlier books would have a name on the title page that is completely unrecognizable from the authoritative form. As an example, a name that might appear in a French publication as "Marc, le moine" or in a German one as "Markus Eremita" actually has the authorized form "Mark, the Hermit, d. ca. 430" in the Library of Congress Authority File (LCAF). Of course, there are many other instances of wide variance between the name given and the authoritative form, such as differences in spellings due to language. Such spelling differences occur often in music, too, as with the multivariate spellings of composers' names (especially famous composers) in the languages of every country where their music is published. As an example, "Pëtr Il'ič Čajkovskij" is the most recent widespread rendering in European scores of the name of a well-known Russian composer whose

standardized name is found in the LCAF as "Tchaikovsky, Peter Ilich, 1840-1893." Similar spelling differences also apply to the works of prolific literary authors. Pseudonyms, anonymous works, and names entered only by initials are also commonly found in early material, which often means that their full form needs to be supplied by the cataloger. DCRM(B)'s guidance to enter the name in "main entry" form not only harks back to the *LC 1949* rules, it also harks back to its own second edition (with a slightly different title: *Descriptive Cataloging of Rare Books*). At the time that edition was being revised (in the late 1980s), the editors took into account the fact that many libraries were still making significant use of the card catalog where, in any instance of a name variance, a card would be made only for the main entry form, not the form as it appeared on the item. Therefore, the editors' awareness of differences in name forms and of the limitations of the card catalog was the reason why they believed it was particularly important for rare materials catalogers to have uniform guidance to deal with the common instances of major variations in names. (This issue will be reconsidered further on, in the section on navigating the guidance for "complete" treatment of bound-with books.)

One thing missing in all the guidance surveyed is an explanation about whether or not any additional elements are needed in the rest of the record to link the titles together. This omission is understandable, because the overall rules from which the bound-with coverage has been culled are either focused on description or come from their descriptive sections. Still, guidance would have been useful. In fact, the answer to this question depends on the type of note made. For "bound-with notes" that include the first title (whether or not any of the rest of the titles are included), no other linking needs to be made. The point of including the first title in a note is for staff or users to be able to search the catalog for that first title, for situations similar to the circulation scenario given on p. 23–24. The final portion ("part 3") of the *LC 1949* rules guide the cataloger to give a summary note for all the titles, along the lines of, "No. 3 in a vol. with binder's title: Brownist tracts, 1599–1644." In this case, the context is different because an overall collective record is being made because there are too many titles to list all of them. It is only in the case where the cataloger decides to create separate (or "analytic") records anyway for each title that this kind of note becomes necessary. When separate records are made, the overall title is given as the linking device in each record. Providing an overall title on each record would not technically be necessary in today's online environment, because just having the note makes it possible to search the phrase online with well-chosen keywords. However, keyword searches were not possible when the *LC 1949* rules were formulated, so a single bibliographic element was needed to link all the titles together, with the substance of the entry cued by the note; the record for each item in the volume was given an added title entry for the binder's title. In a card catalog, this would have been accomplished by typing "Brownist tracts, 1599-1644" at the top of each of the cards for the items in the collection and then filing them alphabetically (by title) behind it. It works much the same way in the online catalog, where, if the added title entry (MARC 740) has been added correctly to the records, all the titles in the bound-with volume will collocate under it

Another of the recommendations (made only in ISBD) to provide a note with no specific information ("Bound as no. 2 in a pamphlet volume with 16 other titles") may be tempting for its brevity, but is none too helpful either in linking titles or for circulation questions. It would probably be best to try to aim for a note with more helpful information in it. This mention of circulation concerns leads to the largest omission in the rules: there is (almost) no mention about the inevitable fact that all the bound-with titles will have the same call number (the *LC 1949* rules do allude to this), since only a single one can be assigned to the volume. Therefore, the call number is the primary linking feature between items. Nonetheless, in the card catalog environment, this link would not have been useful (nor even apparent) to a non-staff member, because the only place where cards were filed together in call number order was the shelf list, usually located in an internal staff area, most often near working catalogers. On the other hand, most online systems today have functional call number searches, so even the ISBD recommendation for a generic note can be used as a tip-off to the savvy user to search for the rest of the titles with the same call number as on the record she or he found.

NOTES

1. Library of Congress, *Rules for Descriptive Cataloging*, 1949, pp. 34–35.

2. Not every classification scheme or institution uses a date at the end of a call number; however, it is a required element for many institutions (possibly even a majority of them), which is why it is being addressed here. Please note that this mention of the date is not intended to indicate that it should be a required element in assigning call numbers to bound-with books.

3. Two paragraphs from the *LC 1949* rules are being omitted here, since they refer specifically to "issued with" volumes, which are always published. The entire rule in *LC 1949* started out with four paragraphs, the second of which gave guidance on "issued with" publications. By 1959, when *Cataloging Rules of the American Library Association and the Library of Congress: Additions and Changes, 1949–1958* was published, there was a paragraph inserted between the original third and fourth paragraph which explained what to do when " . . . two or more distinct works [were] issued together in a case." All five of these paragraphs are repeated, word for word, in AACR1.

4. Library of Congress, *Rules for Descriptive Cataloging*, 1949, p. 34.

5. AACR1 is omitted from this comparison since it virtually repeats every word of the bound-with rules found in *LC 1949* and *Cataloging Rules of the American Library Association and the Library of Congress: Additions and Changes, 1949–1958*. The only exception to complete repetition is the rule number (146 in AACR1) and the paragraphs within the rule, which are given alphabetical designations.

6. AACR2, 2nd ed., 1998 revision; wording unchanged through the 2005 amendments.

7. AACR2, 2nd ed., 1988 revision. This wording continues unchanged through the 1998 revision, 2005 amendments.

8. Library of Congress, *Rules for Descriptive Cataloging*, 1949, p. 34.

9. AACR2, 2nd ed., 1988 revision. These examples have continue unchanged through the 1998 revision, 2005 amendments.

10. In AACR2, guidance for "analysis" comprises all of chapter 13. In tha brief chapter, there is *no* indication that this guidance should be applied to any thing but published material.

11. Much of this documentation can be found by searching the Interne One of the more noteworthy of these is Yale's excellent technical service manual, which can be found at http://www.library.yale.edu/cataloging Orbis2Manual/boundwith05.htm.

12. *Descriptive Cataloging of Rare Materials* (*Books*), p. 144.

13. *Descriptive Cataloging of Rare Materials* (*Books*), p. 147.

14. International Federation of Library Associations and Institutions *International Standard Bibliographical Description (ISBD)*. Preliminary consoli dated ed. [Munich]: K. G. Saur, p. 7.11-1. PDF version http://www.ifla.org files/cataloguing/isbd/isbd-cons_2007-en.pdf consulted 13 October 2007.

15. Thus effectively foiling the mantra of generations of cataloging trainers "Never catalog from examples!"

CHAPTER 4

Identifying Unique Compilations

There is no question that volumes fitting the category of a publisher-repackaging of previously published works—when they can be identified as such—will be cataloged according to the prevailing cataloging rules for such, either as a single title by using the publisher's overall title page, or as a publication without a collective title. In contrast to these publisher compilations, the category of individual compilations represents a true collection. Any volume found to fall into this category should be cataloged in a manner that appropriately highlights both its uniqueness and its collective nature. The following sections are given to help catalogers with pre-cataloging decisions (proper identification of the volumes in hand) and preparation, as well as to provide an array of approaches to cataloging bound-with volumes in as efficient a manner as possible, finding the best solution to emphasize the value of the volume and its contents.

IDENTIFYING CHARACTERISTICS

When encountering a compilation of items bound within covers, the first task is to determine if the grouping represents a publisher combination or an individual compilation. Of the rules surveyed, DCRM(B) comes the closest to giving helpful clues concerning the attributes of such volumes. As cited above, it indicates that the volume would be " . . . made up of two or more separately titled parts that are also separately paginated . . .." However, without giving further help with the attributes of such volumes, DCRM(B) skips over the determination phase and proceeds to the point *after* which a decision has been made. Rule 7B18.1 represents the conclusion that the volume's contents were "issued together," thus requiring a "With" note. Rule 7B19.3.4 represents the conclusion that the volume was bound "subsequent to publication," so a "Bound-with" note is required. The other rules do not even try to help with identification, simply giving their guidance according to one assessment or the other about the nature of the volume. This lack of assistance towards the process of recognizing distinguishing characteristics makes it appear as if it must be easy for a cataloger to come to a determination about the nature of

any compilation volume. However, it is *not* necessarily easy and, in a few cases it is not even possible to be absolutely certain in the end that the correct determination has been made. Still, it is important for catalogers to have a good idea of what factors to look for in making an appropriate identification—or in the few cases of uncertainty, to make the best choice possible— in order to move forward with the process of cataloging.

HELP WITH IDENTIFICATION

For the identification stage, is useful to start with the following axiomatic assertion: bound volumes comprised of multiple items that appear to have absolutely *no* traces of bibliographic connectivity are more likely to have been individually compiled rather than issued by a publisher. Two of the basic tenets of this concept of "zero bibliographic connectivity" have already been touched on by DCRM(B), which mentions that each item within the cover would have its own separate title page and also that each item would have a pagination and/or other system of numbering that bears no relationship or continuity with other items in the volume. When taking into account the issue of separate title pages, it should be understood that, when present, they will have complete information, consistent with the types of title pages fitting the format of the item, for instance, a serial issue might have its title appearing only on the masthead and a music score might have just a list title. Then again, depending on the nature of the compilation, it is occasionally true that some of the items will appear without a proper title page at all, but with some kind of stand-in for a title and other clues that can be useful in identifying the larger item from which it came. A common example of an item found in a bound with compilation without a proper title page would be an article clipped from a journal. Often enough, there is still a caption title and author for the article itself, with volume and numbering information for the journal in the margin and sometimes its title given there as well. This information can be helpful in identifying the serial title, if the cataloger decides to give the item analytic cataloging treatment.

Other clues may also be tracked in trying to determine whether or not items within volumes have bibliographic connectivity, such as type fonts, a publication's design details, paper, the binder's practices with regard to the paper and bibliographic formats. Volumes with no bibliographic connectivity between items will most often have type fonts that change from item to item, will show differing styles in their overall design setup, and will have dissimilar types of paper, showing some degree of variance in thickness and color between items.[1] Moreover, if the binder did not trim the papers' edges down to a common size, it will also be possible to see a size difference between items, however slight that may sometimes be. Furthermore, while compilations with a variety of bibliographic formats are not terribly common, they do still occur. If anything handwritten, notated, or sketched is bound together with published items in a volume that has other clues that it was individually compiled, the manuscript inclusions should confirm the determination. However, it is also

An unusually clear example of a publisher's compilation of previously-published works, newly issued in 10 volumes.

FIGURE 9 *In each volume there is a half-title giving the overall volume designation.*

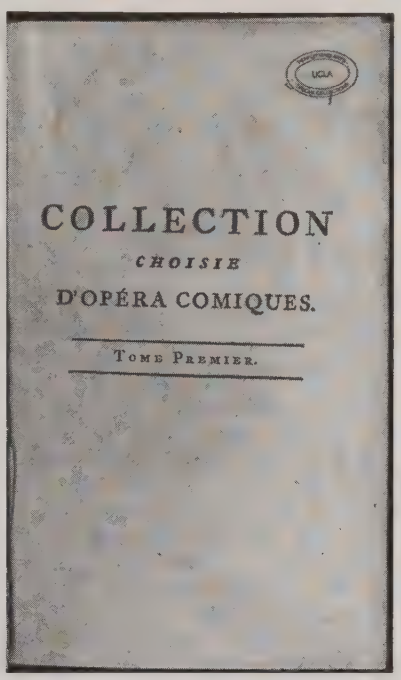


FIGURE 10 *In each volume the half-title leaf is followed by a full title page, giving the overall title for the compilation, along with the name and location of the publisher as well as the date the compilation was issued; notice that this title page also gives the overall volume designation.*

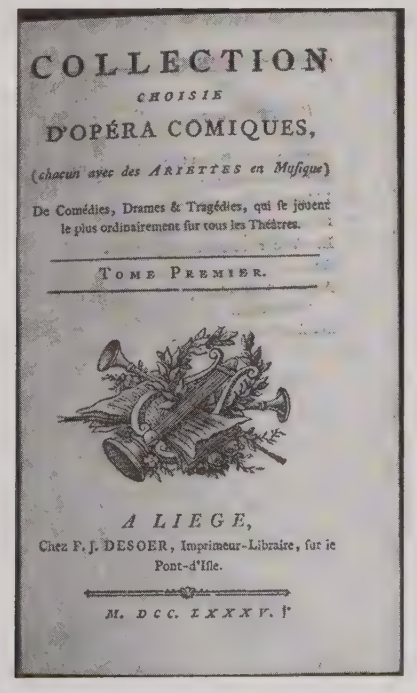
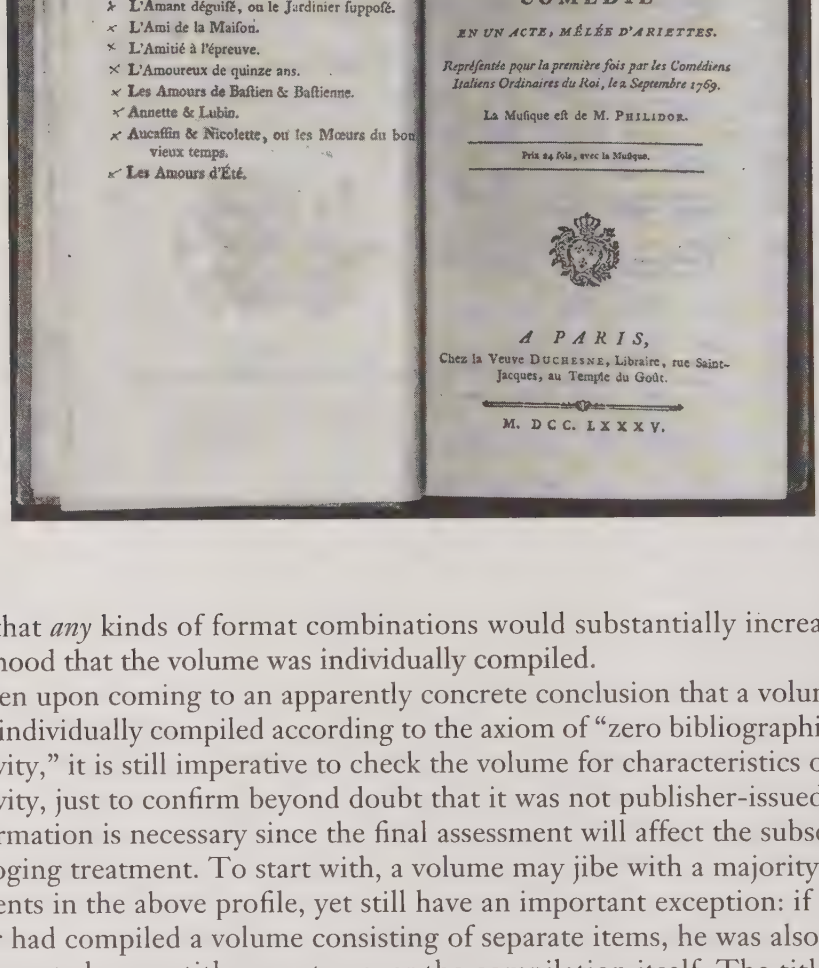

COLLECTION
CHOISIE
D'OPÉRA COMIQUES,
(chacun avec des ARIETTES en Muſique)
De Comédies, Drames & Tragédies, qui ſe jouent le plus ordinairement ſur tous les Théâtres.
TOME PREMIER.
A LIEGE,
Chez F. J. DESOER, Imprimeur-Libraire, ſur le Pont-d'Iſle.
M. DCC. LXXXV.

FIGURE 11 *The left side of the image shows the verso of the overall title page, much as it occurs in each volume. This location is used to provide a complete printed list of the holdings for that particular volume. The right side of the image shows a title page (as it appears in the first volume). This title page is the original full title page for the first item in the volume (notice its match in the first title listed in the contents on the left side). Each item in this volume as well as the other nine volumes, includes its own original title page. All of the internal title pages show publication dates between 1771 and 1785, none of which are later than the overall date of issuance and none are published by the overall publisher, as shown on the overall title page.*



Pièces contenues dans ce 1er Volume.

* L'Amant déguisé, ou le Jardinier supposé.
* L'Ami de la Maison.
* L'Amitié à l'épreuve.
* L'Amoureux de quinze ans.
* Les Amours de Bastien & Bastienne.
* Annette & Lubin.
* Aucassin & Nicolette, ou les Mœurs du bon vieux temps.
* Les Amours d'Été.

L'AMANT DÉGUISÉ;
OU
LE JARDINIER SUPPOSÉ,
COMÉDIE
EN UN ACTE, MÊLÉE D'ARIETTES.

Représentée pour la première fois par les Comédiens Italiens Ordinaires du Roi, le 2 Septembre 1769.

La Musique est de M. PHILIDOR.

Prix 24 sols, avec la Musique.

A PARIS,
Chez la Veuve DUCHESNE, Libraire, rue Saint-Jacques, au Temple du Goût.

M. DCC. LXXXV.

true that *any* kinds of format combinations would substantially increase th likelihood that the volume was individually compiled.

Even upon coming to an apparently concrete conclusion that a volume ha been individually compiled according to the axiom of "zero bibliographic con nectivity," it is still imperative to check the volume for characteristics of con nectivity, just to confirm beyond doubt that it was not publisher-issued. Thi confirmation is necessary since the final assessment will affect the subsequen cataloging treatment. To start with, a volume may jibe with a majority of th elements in the above profile, yet still have an important exception: if a pub lisher had compiled a volume consisting of separate items, he was also apt t have created a new title page to cover the compilation itself. The title itse might be broadly descriptive or it could even be long enough to include a sum mary indication of the contents. The imprint date (when there is one) will b later than, or concurrent with the latest of, any of the publication dates withi the volume. It is worth mentioning that it would not be outside the realm

ossibility to find a publisher name on the overall title page that is different rom the publisher found on the items. This could be an example of a new pub- sher taking over the business concern of another, for instance, by inheriting r buying the entire stock, with the compiled volume representing one strategy or unloading some of it. Sometimes the publisher will also have added a table f contents to show what was included in the volumes. In addition, in a few are cases, a publisher will have bound in an added brief title page between tems. This last prospect is the reason why it is important for catalogers to con- ider the characteristics of the title pages from item to item, as suggested a few aragraphs above; those having sketchy information (i.e., without including nost of the typical details of a usual title page) could quite possibly be the dded title pages of a publisher compilation (see figures 9–11).

RE-CATALOGING PHYSICAL PREPARATION

With the intellectual preparation complete and a conclusion that the volume in and is a bound-with compilation, it is time for physical preparation. While it nay at first appear odd to suggest this, it is strongly recommended that the ataloger perform a hands-on task beforehand. The task is a constructive one: o mark where the items occur in the volume by placing a slip of paper between ach of them (this task is just as valuable when there are only two or three items n the volume as when there are twenty or more). The outcome of the task will e made even more effective if each slip is numbered consecutively, so that it is ossible to see at a glance the numerical order of the items.[2]

Adding numbered slips in the preparation stage takes care of several issues n behalf of the subsequent undertaking. By carefully working through the olume to identify the boundaries of each item, the cataloger can get a better dea of the nature of the items within. One of the values of this closer inspec- ion is to observe whether or not all the items are complete unto themselves. When all the items within are complete, the cataloging should be a straightfor- ard task; when any of the items are incomplete, it means there are additional mpediments that could slow down the cataloging process. Examples of traightforward, complete items are those that include a proper title page, have ll their preliminary pages, and do not appear unfinished at the end of the item for instance, ending abruptly in the middle of a sentence). In direct contrast, ne of the hallmarks of a non-straightforward item is one discovered to e incomplete. Yet another factor that will present more challenges to he cataloging process is the inclusion of a variety of formats within the vol- me. Dealing with items in a variety of formats requires that catalogers be amiliar with the differing characteristics and applicable rules for each format; or those formats with which catalogers are not familiar, more time will be eeded to look up pertinent rules and figure out how to apply them. Certain ormats have special rules outside of AACR2 that further inhibit straightfor- ard cataloging. An example of this is manuscript material of any kind, for hich the accepted rules fall outside of AACR2, instead found either in DACS r in *Descriptive Cataloging of Ancient, Medieval, Renaissance, and Early-Modern*

Manuscripts (AMREMM). Combinations of the two factors described abov (i.e., incomplete items in a non-book format) render the cataloging of certai items even less straightforward. An example of this is an article taken from serial, or a chapter taken from a book, either of which may lack sufficient infor mation to identify the larger work from which it came. Another example is single movement taken from a full score originally published complete in sev eral movements.

Once the cataloging process has begun, keeping the numbered slips in th book continues to aid the process. For one, it minimizes unnecessary leafin through multiple pages. When working through each record, the catalogе can proceed more efficiently from item to item or refer back to specific item whenever necessary; the slips are crucial to both endeavors. Moreover, havin the slips in place establishes the number of items in the volume, thus solidify ing the information needed for the notes in the record (such as, "No. 20 o 35 in a volume with binder's title . . . [etc.]").

Once every one of the items has been identified and the numbered slip inserted, the items within the compilation should be numbered accordingly This should only be done in pencil and should be put in a prominent locatio (the upper right-hand corner is a good place) on the first page of each item This is a *very* useful component of the process, since it will help the reader uti lize the number found in the catalog record to find the actual item. Withou taking this measure, the user would have to resort to flipping back and fort through the volume in search of the desired item. For this reason, having th numbers on the items will considerably reduce the time taken to find the cor rect title. The idea of marking up the separate items in volumes destined fo the library's main stacks is probably a non-controversial issue. However, in special collections environment, the very idea of marking any holding may wel be completely taboo, since many of them have strict "no-marking" policie (affecting placement of call numbers, library ownership stamps, bar codes etc.). However, in the case of bound-with books, marking the items, for th reasons given, is important enough that any such ban should be considere for revision.

NOTES

1. See figure 3 for a good view of the differing color of the paper in bound-with volume. It can be seen here that the first title is very long (ove three quarters of the volume) and the next three are quite short (especiall the last two).

2. See figures 5 and 6, which show volumes in the midst of the catalogin process, with the slips still marking each item.

CHAPTER 5

A "Best Practices" Approach to the Complete Cataloging Treatment of Bound-with Books

This chapter brings together the best advice found in the rules and spells out the options available to a cataloger in cataloging an item from a bound-with volume. Taking the best ideas from all of these rules can inform a cataloger's "best practices" approach with respect to the complete cataloging of bound-with compilations. The fundamental concept behind "complete cataloging treatment" in all of these sets of rules is that each item within the volume will receive its own catalog record. The essential element of each item's record with respect to the overall compilation is the bound-with note, the only indication that the item being cataloged is part of a larger collection. Since the compiled volume is unique, the local note (MARC 590) field is used for the description of its contents.

CONSTRUCTING THE ALL-INCLUSIVE BOUND-WITH NOTE

All the rules agree on the following advice and, therefore, it should be considered a fundamental requirement: the bound-with note should start out with an opening label, clearly stating that fact. The recommended wording is "Bound with:," to differentiate between unique compilations and published combinations, whose recommended label is "With:." However, it is possible to make interpolations to the basic label, as long as they are brief and do not overpower its intent. For example, an interpolation can be used to clarify which library has the bound-with copy ("Hillview Branch copy bound with:") or to give the composition of the binding ("Bound in calf with:").

Following the label, the next element of the note consists of an indication of the contents, with the primary option being a full listing of the items. In this full listing, bibliographic details of each item in the volume are given in an abbreviated yet recognizable form. Each entry in the list will include author (if present or known), title, place, publisher, and date. The items are listed in the order found in the compilation, omitting only the information for the item being described in the record. Most cataloging agencies have construed the AACR2 guidance for a full listing in the note as intended to carry through to every record for the items within the volume. However, a close reading shows

that AACR2 (not to mention the *LC 1949* and ISBD rules) is silent on thi issue, leaving doubts about whether or not it actually does intend such a rec ommendation. DCRM(B) directly addresses the matter by stating that, whe providing full treatment in the local note, the full listing of items would cer tainly occur in the record for the first item, while implying (with the use o the phrase "in general") that only sometimes would they all be listed in th subsequent records (leaving this decision to cataloger's judgment).

In the above listing of details for each item's entry, only the elements agree in common by AACR2, *LC 1949*, and DCRM(B) were included. However DCRM(B) has extended or modified the scope of the entries in a few ways For one, it not only directs the cataloger to start it with the author's name i "catalog entry form" (by which it means the author main entry in a modifie [abbreviated] access point format), but also allows for the possibility of includ ing the author's name as it appears in the book's statement of responsibility This "double entry" might well be useful when the name has two differen forms, but to include it every time would be a sure way of making a longe listing—a point the DCRM(B) guidance implicitly acknowledges. DCRM(B adds another element: the uniform title, if it is "... considered useful for th identification of the work." In both cases, DCRM(B)'s guidance has merit if more complete identification of the item is desired. All catalogers could choos to follow DCRM(B)'s guidance here, but only if they truly believe that show ing both forms of the name or including the uniform title would be a usefu addition to the record *and* they carefully monitor the note's length.

Aside from the two additional elements suggested by DCRM(B), anothe potential element for the list is not addressed by any of the rules—the editio statement. Since the publication date will normally act as a differentiato between editions, it is mostly superfluous to include the edition statement i the listing. On the other hand, for publications that have had one or severa "new editions" within the same year (usually popular works, with materia from the nineteenth century probably having the highest incidence of multipl named "editions" within a single year), it may be considered useful to add thi information in the listing. If an edition statement is added, it would be inserte between the title and the publication details.

As already mentioned in various ways, a full contents-like listing of item has the potential for making a very long note, so catalogers would be wel advised to be circumspect in judging whether or not to include the complet listing of titles in every record. For any compilation having five titles o more, the cataloger should monitor and evaluate the length of the not against the factor of overcrowding each record. If the note is too long, i could end up obscuring other useful information in the rest of the record to the potential confusion of users. Also, whenever giving a full listing i the local note of each item's record, it is important to omit the informatio for the item being described in the record itself, because it is superfluou and because it helps keep the note briefer. For an example of how the ite listings would appear in the sequence of local notes for a bound-with vol ume, see the 590 notes for the records in the illustration, "Anatomy of

ound-with Book" (figure 8) and notice the way the omissions "cycle hrough" each different record.

Example of Abbreviation of the Details in a Bound-with Listing

he full extent of the cataloging details available for four of the items in a compilation f five; this is what could *be listed in the bound-with note of the record for the fth item:*

> Bound with: The age of reason : being an investigation of true and fabulous theology / by Thomas Paine. Boston : Printed by Thomas Hall, 1794 – Mr. Thomas Paine's trial. Boston : Isaiah Thomas, 1795 – The age of reason : being an investigation of true and fabulous theology. Part the second / by Thomas Paine. [Philadelphia] : Printed for the booksellers, 1796 – A dialogue between Philagathus, a young divine, and Pamela, his sister, a young convert, upon the work of God's holy spirit : in which the several operations of the spirit are illustrated : calculated to revive in the minds of young people the necessity of the divine influence. Newburyport [Mass.] : Printed and sold by John Mycall, [1795?]

In example of how the cataloging details might *be abbreviated in an actual bound- ith note, according to a hybrid of the guidance presented above. Notice that the note llows the formatting indicated in AACR2's "With note" examples as well as most f the guidance found in DCRM(B), with exception of the addition of DCRM(B)'s rec- mmendation for "double name entry," since the name of the only known author would mply be duplicated. Per DCRM(B)'s recommendation, the title and publication areas re shortened to provide only their most basic elements:*

> Bound with: The age of reason / by Thomas Paine. Boston : Thomas Hall, 1794 – Mr. Thomas Paine's trial. Boston : Isaiah Thomas, 1795 – The age of reason, part the second / by Thomas Paine. [Philadelphia] : Printed for the booksellers, 1796 – A dialogue between Philagathus ..., and Pamela... Newburyport : John Mycall, [1795?]

Upon considering the significance of the titles in the volume, if the cataloger eels that an inclusive listing would provide important added value to the record, urther abbreviating strategies may be sought. For instance, if the volume was ompiled because of a unifying factor relating to the publication, the note can e varied. As an example, if all items are by the same author, a repetition of the uthor entry can be omitted from each item in the listing, as long as the entire ote is preceded with an appropriate explanatory addition. One way of accom- lishing this result would be to take a cue from a recommendation found in he *LC 1949* rules, with adjustments. Where the LC rules recommended the

phrase, "Bound with the author's [etc.]:," a more informative and updated note might include the author's actual name: "Bound with [Author]'s:." Other opportunities to shorten the listing could arise in cases where a majority of the items have similar characteristics, for instance, if most or all were published by the same company. In such a case, the note could be preceded with a label that might look something like this: "Bound with titles published by [Publisher] (unless otherwise noted):." While the first of these ideas for abridging the entry has precedence in older practice, the second (and any others along the same lines) is less common. For those who may hesitate in the latter case, it is worth keeping in mind that this information is being entered into a local note, where the cataloger has more discretion to decide which way of presenting the volume is best for the purposes. As long as good guiding principles are being carefully considered along the way, the end result should be as informative and clear as possible. Ultimately, no matter how many abbreviating measures are used, the listing of titles in the bound-with note should probably not contain more than ten; beyond that, a summary bound-with note, appropriate to the volume, should be assembled.

CONSTRUCTING A SUMMARY BOUND-WITH NOTE

DCRM(B) provides an alternative option for all records beyond the first, giving just the full information for the first item of the volume, followed by a summary phrase about the rest of the contents. AACR2 does not appear to provide this option (either in the rules or the examples), while the *LC 1949* rules gave a clear choice of options between a full listing and a summary phrase. The ISBD consolidated examples also show a summary option in the examples for a bound-with compilation. Having a summary option is crucial when there are too many items in the volume to list.

A good principle to follow in creating a summary bound-with note is to "standardize" a portion of it in some way. The standardized portion would be put into all the notes and would serve as a common link between all the records. If the choice of summary note is one that gives the first title followed by a summary phrase, the formatting of the first title *is* the standardized portion. The cataloger could also choose to use the binder's title (usually found on the spine, sometimes on the cover) as the standardized phrase. However, if the binder's title is too generic (e.g., "British pamphlets" or "Religious tracts"), it will not only link to all the titles in the bound-with volume, it will also link to hundreds of other records in the catalog with that same phrase. For this reason, it is a good idea to look for ways to focus the title better, for instance, by using any dates or date range found on the spine, as shown in the examples for the *LC 1949* rules and updated in the DCRM(B) examples. If the spine title is too generic, with no way to focus it further, the only choice is not to choose the binder's title and default to the choice of listing the first title. Since the example given in the ISBD consolidated rules does not include a standardized phrase, it would be best to avoid that style.

Finally, while it is not required, it is a good idea to include an indication of ıe placement of the item in the volume. Choosing the option of providing a ll listing of items in every record is sufficient to take care of this. When the ımmary option is chosen, the item's number can be inserted into the note in ıe of several places, wherever it can be done smoothly. For instance, it could e included along with the opening label: "Bound as no. 17 in a vol. with: tc.]." It can also be put within the summary portion following the first title sting: "Bound with: [first title]; no. 22 of 29 in the vol."

UMMARY OF COMPLETE CATALOGING OF BOUND-WITH BOOKS

1. Prepare the volume, inserting consecutively numbered slips between each item; analyze the format and completeness of items. *Note:* If even one or two items in a volume are not "straightforward" (along the lines indicated above, though some of the assessment would also be up to the individual cataloger), set the volume aside for consideration of collection-level treatment.
2. Catalog each item in the volume separately, as if none of them were bound together with other items. There is only one common, unchanging link between the items—the call number. Upon assigning a call number appropriate to the content for the first item, that call number becomes the shelf location for the entire volume. Therefore, that exact call number is applied to each record for the rest of the items.
3. There is only one other field given in each record to provide information about the rest of the items in the volume: the "Bound-with" note. For unique compilations, this note is always entered into a local (MARC 590) field. Unlike the call number field, however, its content is not identical in each of the records. The content can differ in a few ways, mostly related to the overall item being cataloged, whether to omit it from a complete item listing, or to include a mention of its place in the volume, in a summary listing.

    a. Full listing: in all cases, start with the label, "Bound with:", then
    In the record for the first title: Omit the first title in the note, but list all the others after it;
    In the record(s) for the subsequent title(s): Always start with the first title, then list every other title in the order in the volume, omitting only the one being described in the record.
    b. Summary, option 1:
    In the record for the first title: Omit the first title in the note, but list all the others after it;
    In the record(s) for the subsequent title(s): Always give the first title, then give the number of titles also included in the volume (omitting from the count only the title being described in the record).
    c. Summary, option 2:
    For all records: The "Bound with" can be more flexibly applied when only the standardized title (from spine or devised by cataloger) for the volume is given; for instance: "*Bound* in a volume *with* binder's title, ____" or "*Bound with* 9 other titles in a volume with title, _____." In this case, the standardized title will need to be given in every record, as a collocating device.

4. Aside from the call number and local note, the records for each item should oth erwise be treated as complete unto themselves. There is no need to include fur ther links in the bibliographic record, such as name, title, or name/title adde entries for the other items. Remember that each item has its own sufficien access by having its own record, so additional entries unrelated to the item bein described in each record would only serve to confuse the issue.
5. For catalogers who work in systems with the capacity for making links betwee holdings records, the vendor's proprietary guidelines will explain how to mak links between the items in a bound-with volume. This linking capability is development that started to show up in some vendors' cataloging software i the late 1990s and represents the first practical solution to the circulation prob lem for bound-with volumes that was described in the library scenario given o p. 23–24. When all records are linked correctly, it ensures that whenever a vol ume is checked out, *all* the titles in the volume are automatically assigned th same circulation status.

CONSIDERATIONS ABOUT THE COMPLETE CATALOGING OPTION FOR BOUND-WITH BOOKS

The premise behind opting to give complete cataloging treatment to bound-wit books is that each item deserves individual cataloging. The premise was devel oped as a way of ensuring that the items should not be given short shrift jus because they have been found within a single "package." In fact, in most situa tions when complete cataloging is applied, the binding itself is only mentione generically ("Bound with:"), and only then as a way to signal that a potentia location-tracking concern may exist with the item being described in the record

While this rationale is admirable, it is worth examining whether or not it i really a good idea to give each volume full treatment every time. The first issu to explore is whether or not the items would have been cataloged at all if the had been found separately in the backlog. The nature of items in a bound-wit compilation has already been described as being, in general (but definitely no always), shorter publications, often of popular or ephemeral nature. Unde normal circumstances, many items fitting that description would not be cata loged—or would be given the lowest priority for cataloging—if they ha actually been found individually in the backlog. Indeed, if they had, some o them might even be considered for weeding (and offered to a dealer or anothe library, one hopes!) before allowing them to reach the next stage, where a cata loger would expend time and energy on them. However, any consideration about cataloging (or even de-selecting) items are removed when the same kind of short, popular, or ephemeral items are found bound into a volume for whic the complete cataloging option has been chosen.

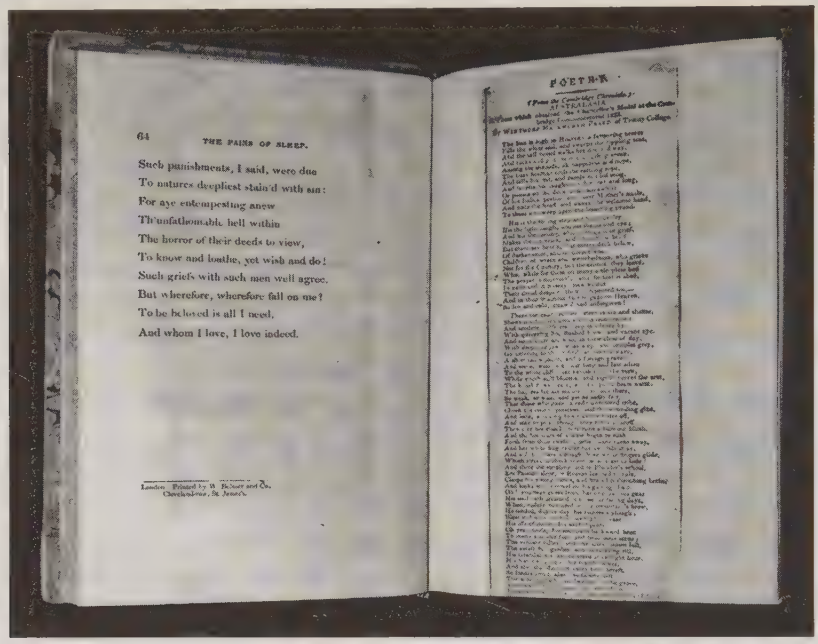
The amount of time taken in cataloging each item is another matter wort exploring. Naturally, the time factor increases as the number of items in th volume increases, especially when the total reaches the average number o items, or higher. (The average number of items in a group of bound-with book is estimated at approximately ten.) Giving complete cataloging treatment to volume with this many items is a sizeable commitment, especially whe

nsidering that each item's record will need the entire array of cataloging ements applied to it. Each item will need descriptive cataloging, with all the cision making that entails. In addition, each item will need appropriate access ints for any or all of the following aspects: responsible persons or bodies, iform title(s), series, subject(s), and genre(s)—all of which also need appro- iate authority file checking to ensure that they are entered in the correct, andardized format. In addition, since each item exists within a bound-with mpilation, the record will also require a bound-with note, the style of which dictated by the number of items in the volume and the format tailored (some- hat) to suit the record at hand. Some of the time taken on dealing with each em could be reduced if each record were cataloged according to one of various ss-than-full standards options (such as core, minimal-level, etc.). Another rategy for efficient cataloging might be to create templates for supplying petitive data, if the items in the volume actually share repetitious elements. nfortunately, repetitive elements occur less commonly than a cataloger would ish: with the exception of compilations full of similar genres of materials .g., chapbooks, broadsides, etc.), the majority of bound-with volumes do not clude items with enough similarities for a template to be a useful adjunct to e process. In the end, no matter what economies are attempted, there is no tting around the fact that a certain number of the cataloging elements listed ove would need to be applied to each record, resulting in an exceptional nount of time given to a single volume. The only real "time-saver" in the mplete cataloging option is the fact that only one call number will need to considered for the volume, rather than one call number *per item*.

Making the decision to give complete cataloging treatment to a bound-with lume also means that every item in the volume must be cataloged, no matter hat is encountered. When all items in the volume present the cataloger with unusual obstacles, the result is a fairly straightforward task. However, what out volumes that include less common items or less familiar formats to the taloger? As indicated earlier, trying to catalog unusual or unfamiliar formats ds time to the process. However, the time spent is not the only matter for ncern. Another significant issue comes from the fact that some items would t even qualify for individual cataloging treatment if they happened to be und by themselves in the backlog. This is especially true for articles clipped om newspapers, chapters taken from books, and certain types of manuscript ems (such as jotted notes, a single letter, a few pages of poetry, etc.). It is most as true for incomplete items, especially if they are missing their final ages. Besides the incomplete items, each of the other unusual items might ve value in the context of the volume itself; however, that context is mini- ized, if not entirely negated, by complete cataloging treatment. Creating an dividual catalog record for a news clipping or a single letter casts it into the a of titles in the catalog, washing away its value (its reason for having been reserved) for its connection to the volume as a whole. With respect to any complete items, unless there is some discernible research value in the portion at is extant, most incomplete items found individually in the backlog would robably be de-accessioned. It is fairly unsettling for a cataloger to have to give

Two examples of non-straightforward items included along with published items.

FIGURE 12 *This four-page-long clipping of a poem, probably from a magazine or newspape from the late 1800s, has been pasted onto pieces of paper matching the size of the rest of th publications in the volume; only the poem's title, author, the publication from which it had bee reprinted, and the reason for being printed (an award) is given in the caption, precious little infor mation upon which to create a useful catalog record.*



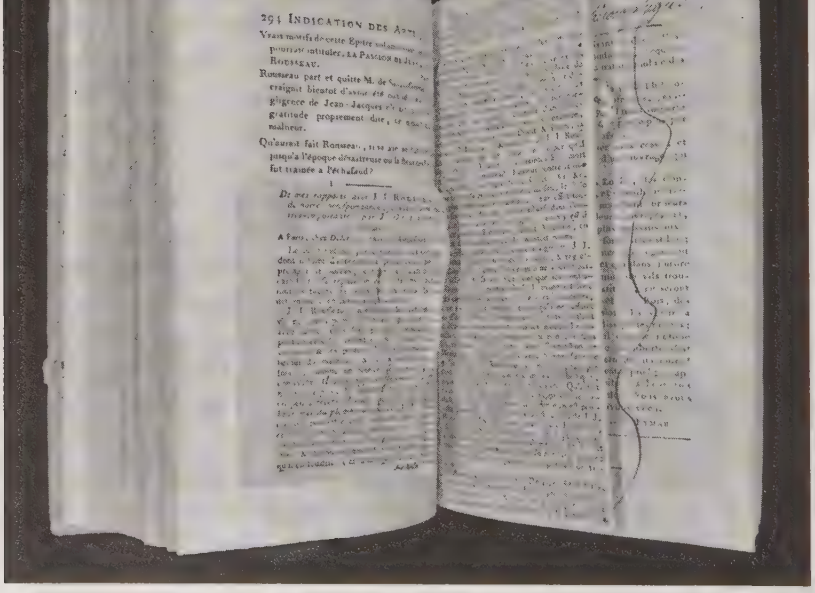
64 THE PAINS OF SLEEP.

Such punishments, I said, were due
To natures deepliest stain'd with sin:
For aye entempesting anew
Th'unfathomable hell within
The horror of their deeds to view,
To know and loathe, yet wish and do!
Such griefs with such men well agree.
But wherefore, wherefore fall on me?
To be beloved is all I need,
And whom I love, I love indeed.

London: Printed by W. Bulmer and Co.
Cleveland-row, St. James's.

POETRY.

FIGURE 13 *Clippings that have been bound into a volume of pamphlets as clipped, wit helpful "cross outs" to ensure the reader knows which columns to ignore. This example illus trates an unusual amount of "compiler intervention" with respect to the clippings found withi a bound-with compilation. In addition to the "crossouts" just mentioned, the compiler has al carefully penciled or inked in author names, journal titles, and dates of issue, if not otherwi clear in the print surrounding the clippings.*



294 INDICATION DES ART.

Vrais motifs de cette Epître ad
pourtant ostensible, LA PASSION DE J.
ROUSSEAU.

Rousseau part et quitte M. de
craignit bientôt d'avoir été
l'égrecce de Jean-Jacques et
gratitude proprement dite,
malheur.

Qu'aurait fait Rousseau,
jusqu'à l'époque désastreuse où la
fut traînée à l'échafaud?

ndividual cataloging to an incomplete item—not to mention a news clipping r single letter—just because it was found in a bound-with volume for which ne complete cataloging option had been chosen. There is a way around mak- ng a separate catalog record for such an item, but it is awkward and of dubious alue. The work-around solution is to include a brief description of manu- cript material, news clippings, book chapters, etc. in the bound-with note self. This solution is awkward because the description would need to be given n each occurrence of the note. The note might look something like this: Bound with: [first item description], with 4 other items and a handwritten oem on [related topic]." This sample augmented note is intended to indicate nat, aside from the record being consulted, there should also be records for our other items, but there would not be one for the poem. The content of ny such note would become even more cumbersome if there were two or nore unusual items not being cataloged in the volume (see figures 12–13).

Another complicating factor arises when there are multiple copies of one or nore of the items. Anyone who catalogs at least ten bound-with books over ime will likely encounter at least one item in a compilation that matches duplicates) a separate item. The separate item may already be cataloged and n the shelves or it may be discovered in the backlog during the cataloging rocess. If the item in the compilation is the first in the volume, then the call umbers will match for both copies of the title. However, if it falls anywhere fter the first in the volume, its call number will be the same as the first in he volume, while the separate item will be assigned a call number appropriate o its content. Either situation will necessitate some clarification in the bound- vith note, since the note only applies to one of the copies. In the former case the first item in the volume matches separate item), the bound-with note vould need to clarify that one of the copies is bound with other titles, some- hing like: "[Library's] copy 2 bound with:." In the latter case, since the call umbers will be different, it is not a case of "copy 1" and "copy 2," since the lesignation of "copy #" is only used to make the distinction between two oth- rwise identical call numbers. Instead, the note would need to clarify which all number is being distinguished, something like: "[Library's] copy with call o. BL2740 .A1 1794 bound with:." If the basic classification numbers are dif- erent, the opening phrase could be shortened, along the lines of: "[Library's] opy with class. no. DC216.3 bound with:."

The relatively new capability for linking items together in some systems is a vonderful development on behalf of the circulation concerns related to the eparate items bound into one compilation. However, the added procedures which are discussed here as generically as possible, since they differ, depend- ng on the system) have added yet another dimension to the time that a cata- oger (or follow-up processor, depending on the size of the organization) eeds to take in the care and handling of bound-with volumes. Linking needs o take place after all the catalog records for each item are present in the cata- og. Then, in accordance with a system's recommended procedures, each item eeds to be linked, one by one. It is so critical not to make mistakes (such as ringing an incorrect record into the mix), that it is necessary to make sure that

all appropriate details pertaining to the procedures are readied before starting. Once started, the linking process itself is usually relatively straightforward.[1] However, all things considered, this final task can represent a significant addition of time to the overall process of giving complete cataloging treatment to a bound-with book.

One of the purposes of introducing discussion of the work involved in the complete cataloging treatment is to be able to compare it with the alternative option of collection-level treatment to see if it takes a shorter amount of time to complete from start to finish. Despite this stated purpose, it should not be concluded that describing what may appear to be an overwhelming cataloging project is a ruse for making the reader opt for the collection-level option every time. If it were a ruse, no space would have been expended in providing the background or in giving details of "best practices" with respect to the complete cataloging of bound-with books. The complete cataloging option should always be considered as viable; indeed, it should be considered as the first option. However, there may be several reasons to choose the alternative option, which is described in the following sections.

TRANSFORMATIVE EPISODES—TOWARDS A VIABLE ALTERNATIVE

The following personal retrospective account is given here to illustrate several of the points made above, as well as to introduce alternative perspectives.

Long ago, when I was a new professional, I was hired to catalog for a specialized branch library at the same university where I work today. I was trained by an extremely sharp cataloger of long experience, who had a broad and deep comprehension of bibliographic materials and seemed to know every cataloging approach to them. As part of my assignment, I was fortunate to be able work the equivalent of one day a week in its rare materials division where, among everything else, I ran across several bound-with compilations needing cataloging. My trainer taught me to catalog them according to the prevailing standard, the one that gives equal value to each title in the volume: item-by-item, or complete, cataloging treatment. A year or so later, the rare materials division's acquisition of about 30 bound-with volumes, all with the same specialized collection focus, was added as a special project to my cataloging assignment. Preparing for the arrival of these volumes, one of the issues the head of the division was considering was whether or not to disbind them, thinking that it might be preferable to catalog and house all the items individually. However, due in large part to the fact that the volumes had originated from an establishment that specialized in the subject matter found in the volumes, it seemed appropriate to honor the collection philosophy of *respect des fonds*.[2] Once all the decisions were made and the volumes arrived to our library I began the project, cataloging each item within the bound-with books. However, not long after starting, I discovered that cataloging the volumes this way was going to represent a long, uphill climb. Closer inspection showed that there was an average of at least 25 items in each volume. Furthermore, the pamphlets within the volumes had not been organized at all. The lack of an

bvious organization is not unusual with bound-with compilations, but the rder in these volumes was considerably more haphazard than usual. It was most as if the items had been gathered up from scattered locations, put into rge random piles, then divided into 30 shorter piles of approximately equal eights to be sent off for binding. To make matters worse, several titles were uplicated throughout the volumes, with some even duplicated within the ame volume. The issue of multiple copies itself meant that a large part of ne job was spent making clear notes about where the duplicated titles fell in ne scheme of the volumes. On a single record, there were sometimes as many s five different "bound-with" notes, each carefully delineating where the item eing described in the record was found in each of the volumes. The following eneric examples demonstrate how these notes might look for a similar compi- ation. The first note would show:

> "[Library's] copy with class. no. [AB123] bound with: ['First title A']; no. 5 of 33 pamphlets in the vol."

he second note for the same title would show:

> "[Library's] copy with class. no. [CD456] bound with: ['First title B']; no. 3 and no. 27 of 29 pamphlets in the vol."

t is easy to see how several more notes like these in a single record can over- vhelm it and obscure the main purpose of the record—the description of the tem itself.

I learned one solid lesson about bound-with compilations from the 30-vol- me project: never commit to one method of cataloging without first inspect- ng all components to determine the most appropriate and efficient ataloging process. If there are other interested parties involved, be prepared o provide a list of the options and their variables, along with the expected out- omes of each, so that everyone can agree on the best method. A corollary to his lesson is to be aware of what the options are. I was too inexperienced at he time to know that there might be any viable cataloging alternatives to con- ider. From that point on, whenever facing any bound-with volumes, I have lways taken the time to inspect their contents before starting.

With the 30 volumes being only a slowly dwindling portion of my larger ataloging assignment and having just one day a week reserved for my work in he rare materials division, I began to look for ways to work more expediently hrough the rest of my assignment, which also included other bound-with com- ilations. In the period following my eye-opening experience, one particular ound-with compilation planted a seed in my head. It was a compilation wholly omprised of the offprints, articles, and chapters written by a prolific faculty nember, widely regarded for his research. I realized that most of the items vere probably already cited in a few different print indexes. I also knew that here would have been no reason (aside from having all been gathered into this ne volume) why any of the articles by themselves would have otherwise

received full cataloging. For that reason, I was able to convince the head o cataloging (my erstwhile trainer) to consider letting me try a collection-style approach for this volume. I knew it would be a challenge to convince her, but a I outlined the treatment I intended to give it, I was able to establish that the approach I was considering made sense for the compilation. She was sufficiently interested in the possibility that she worked with me to help refine the plan, and then agreed to it. Once that volume was added more quickly to the shelves, i became easier to convince the head of cataloging to concur with the idea o applying the same kind of rationale and treatment to other compilations I always felt it was best to check first with her, mainly because she had trained me and had successfully instilled in me the belief that the correct approach was complete cataloging treatment. In bringing at least three to five more bound-with volumes to her over the next few years, I was able to observe an experienced cataloger grow to appreciate this sensible and efficient approach. Moreover, in showing her the volumes and describing any variations that I was considering based on their content, I was also able to hone my own ability to give appropriate consideration to the individual character of each collection.

About 10 years later, in the seventh year of my transfer to the main library I had the opportunity to catalog over 300 bound-with books in a single project. It was a time when the library was going through a particularly difficult computer system migration and catalogers were asked to consider working on projects that would not tax the local system. I had long since had my eye on three ranges in the backlog that were completely filled with bound-with volumes. I had learned the "lore" about this group of books during my orientation: a former cataloging manager had asked to have any bound-with compilations rounded up from all existing backlogs and placed together into one area in the main backlog. His original plan had been to catalog the volumes (item by item) in his "spare time," but that plan never came to pass. Once assembled, the volumes became a unit and could still be found together in the backlog for at least 10 years beyond the cataloger's move to another library halfway across the country. By the time I encountered them and learned their story, they appeared scraggly and forlorn. Yet despite this, not to mention my less-than-happy experience with the 30-volume project at the branch library, my fingers itched every time I walked anywhere near those volumes. I wondered if there would ever be a way I might catalog them, but had to admit that it was more realistic to assume they would continue to languish. I particularly hoped that something could be done for them before they started being considered for withdrawal. Fortunately for me *and* for the books, my chance came during the aforementioned system migration period. Since there was a limited amount of time that catalogers would be allowed to be diverted from their own assignments for these projects, my proposal for this period was to give collection-level treatment to those ranges of bound-with volumes. I gave my supervisor an idea of the treatment we had given to the few volumes at the branch library, then ended with the (brave) assertion that I could finish them all by myself in the time allotted, as long as I could have a student to help me. I will never really know why she believed me (since I was not really

onvinced myself that I could complete it in so short a period), but, as soon as ıe agreed to it (including pledging 20 hours a week of student time), I got work.

The first step was to develop a cataloging template for those bound-with ooks that were going to be a part of the project. (Another early task was to lentify the few volumes that would be exempt from collection-level treatıent.) I worked with supervisors to identify a student from our existing crew ho might be interested in a more advanced project. Under normal circumıances, students are limited to working within the areas where they were ired, but these were not normal circumstances. There was less work for stuents during this atypical period, so, in order to retain them, supervisors were illing to find something for them to do.

As soon as I had a student on board, I divided various responsibilities etween the two of us. The first and most basic job the student had to do as to identify the separate items in the bound-with volumes and place onsecutively numbered paper slips in them for demarcation. This is a timeonsuming task, especially when there are more than 10 items in the compilaon, which occurred often in this project. However, since it is a critical step ı making early decisions and important for efficiency later in the process, it is ntirely worth the time and effort. Also, it was economically sound to give the ob to the person being paid less. Fortunately, the potential "boredom" of this sk was counterbalanced by the fact that the student also filled in a draft record or each volume, based on the cataloging template. With an editing authorizaon but no updating (i.e., finalizing) capability, he entered the information irectly into OCLC (now better known as WorldCat®), then saved it for ıe to finish. My own responsibilities involved training the student, checking is work, and performing all cataloging and authority-checking functions, ncluding final actions. It is not necessarily straightforward to train someone nfamiliar with cataloging how to identify correctly the "breaking point" etween bibliographic items, but it *is* possible, especially when there are so ıany examples available. Training the basics of transcription is somewhat less omplicated in a university setting, since all students have observed bibliographical systems throughout their studies. However, it does take time to cultiate a degree of comfort with the style of transcription needed for library ataloging, so it is not straightforward. In checking the student's work, I started y ascertaining that he had not missed any items in the volume or that he had ot misconstrued a single item as two (or more) different items. (My ability to heck through the volume—for this run-through and all subsequent work—as made immeasurably easier by the presence of those numbered slips.) dentifying the configuration of older bibliographic items can be confusing, o missteps were expected during the training period and gave me a chance to ffer commentary. As I continued working with the student on his draft record, would omit mention of minor mistakes (typos, etc.), but would provide feedack if a transcription decision he made showed he was still puzzled about cerain issues. In all, the basic training period took two weeks. Beyond the training eriod, the bibliographic and authority work that I performed in filling in and

finalizing the student's draft record acted as a kind of continuing review, so I was able to provide feedback to the student whenever it was needed.

I performed an important job in the early stages of the project, by checking through all bound-with books on the shelves to decide if any of them should be exempt from collection-level treatment. Any that I decided would be exempt from the collection-level project would mean I would need to commit to giving them complete cataloging treatment. However, aware that complete cataloging treatment would slow down the process and delay the completion of the project, it was imperative this group be kept small. Therefore, my sorting categories were fairly broad. I started by setting aside volumes having five or fewer relatively stout items (meaning, at least 100 pages or more) in them. I further sorted these volumes according to whether or not the items were straightforward (using the concepts described earlier). It also helped if all or most of the items in the volume had existing cataloging records, but that fact alone was not always a deciding factor. Based on these broad sorts, the majority of the volumes were returned to the collection-level cataloging ranges. By the time I was done, there were perhaps 20 to 25 volumes chosen for complete cataloging treatment. I whittled away at this short pile throughout the entire period of the project.

LESSONS LEARNED

Before making recommendations for the form and content of the collection-level record, some observations about the outcome of the multivolume project are in order. In the project, aside from the few bound-with books that were given complete cataloging treatment, the vast majority of them were given collection-level cataloging. In order to accomplish the project in this way and avoid misgivings about not giving them "proper" (complete) treatment, I needed to move my state of mind into "project mode." After doing so, I continued to have the vague misgivings for a while, but managed to overcome them to complete the project. Maintaining this frame of mind for the sake of the project must have been the reason it took so long to dawn on me that collection-level treatment worked well. In fact, it was only towards the end of the project that I started to become enthusiastic about the results. At that point, nearly all traces of my misgivings evaporated. (The remainder continues to this day, related to the fact that, in project mode, I could not take the time to consider more carefully the characteristics of every individual volume and its items, to decide which ones could benefit from complete cataloging treatment.) It *did* help to hear reports from post-cataloging staff that, while these volumes were waiting to be prepared for shelving (there was a minor backlog in that operation during this period because of all the projects taking place), some of them were being requested by users. Hearing that they were being discovered in the catalog was not only gratifying, it also served to validate our approach.

The immediate positive outcome of this project should be evident from its results. After having been lost in the morass of backlogs even *before* being

ggregated, only to be neglected as a unit on adjoining backlog shelves for ears beyond that (estimating as many as 30 or 40 years for some of the vol- mes and no fewer than 15 for all of them), all the bound-with volumes were escribed, cataloged, and put into circulation within only a few months after ne start of the project. Moreover, the majority of the individual items within ne volumes also received multiple entries sufficient to provide access (keyword ccess with full or partial transcription in the contents field for all in the first nd second categories and standardized, authoritative name/title or title access or all in the first category). Better yet, the job was accomplished by only two eople, one of them at a rate of 15 or so hours a week and the other at perhaps alf of a full-time load.

Another part of the outcome was an adjustment of my own attitude towards ound-with books, once I had the chance to observe so many of them and gain etter perspective. I finally began to realize that the volumes were indeed little ollections—*very* little collections, but collections all the same—because they early always had a recognizable collecting focus. The collective treatment ad brought this fact to the fore, in contrast to the complete cataloging treat- nent, where each item significantly overshadows the package itself.

In the years following the project, I have continued to encounter bound-with olumes along with everything else in my cataloging assignment. The differ- nce in my approach to them since the project is that now I act firmly on my elief that there are two viable approaches to dealing with bound-with books: ne that gives them complete cataloging and the other that treats them collec- ively. Still, whenever I train professionals or interns, I always start the process y showing them how to give complete cataloging to bound-with compilations, naking sure that "the right way" is well-inculcated before (or if, depending on ow long the person's tenure is with me) I move on to introducing collection- evel treatment. In my own work, I approach bound-with books in a way similar o the project, dividing them between those that require complete cataloging, o be cataloged along with the rest of my assignment, and those that seem ppropriate for collection-level cataloging, which are set aside until about five o ten are assembled, and then treated in "project mode." There are instances vhen the choice of approach had seemed clear-cut, but then I later change my nind. Most often, my change of mind came after having chosen complete cata- oging for a volume, but in working on it, found that applying collection-level ataloging seemed more appropriate. In a later section, a few special cases such s these will be addressed, with considerations about making catalog decisions bout them based on their presentation and characteristics.

RATIONALE FOR COLLECTION-LEVEL CATALOGING OF BOUND-WITH BOOKS

To summarize, there are several reasons for treating bound-with books as a ollective entity. One is the simple fact that they are collections and treating hem as such is often the best thing for them. Doing so gives the cataloger he ability to highlight the overall volume's collective aspects, which is nearly

impossible in "complete cataloging." In "complete cataloging," the casing itself is treated only in passing with a "bound-with" note, or sometimes a little more fully for those libraries (usually in a special collections setting) that require a binding note for each record. These notes are understood by most to be obligatory elements rather than signifying a crucial aspect of the volume.

However, there are other factors that come into consideration, such as whether or not there are "too many" items in a volume or if some of the items are non-straightforward and insignificant by themselves. Making separate records for each item would mean that each would have to be analyzed for their topical nature and all appropriate names and series would need to be checked for their authorized forms. Conversely, with an overall collection-level record, only a few subject headings are necessary, resulting in a significant reduction of the need for application of subject headings, since the analysis of the topical nature of *each* item is not necessary, and a significant reduction of need to perform authority work, since the full range of added entries for *each* item is not necessary.

Despite the overall reduction in time that can be achieved through collection-level treatment, it is important not to think of this treatment as a "one-size-fits-all" panacea for handling every bound-with compilation. This is because some of these volumes may need much more advance preparation before supplying a record for it. This preparation will involve research into various aspects of it, to make the contextual notes more detailed. It may require a thorough comprehension of the entire material (by scanning over or sorting through it) before even deciding how best to create its record(s). Conversely, as with the 300+ volume project described above, sometimes there are important enough individual items within bound-with volumes (e.g., rare survivals, first editions, unrecorded variants that would stay unrecorded if treated as one in a collection, etc.) that many of these volumes are better served with complete cataloging treatment. The well-informed cataloger should make the decision on how to treat each volume only after careful review.

NOTES

1. For an idea of the procedures involved in and care needed for the linking process, see Yale's Technical Services manual http://www.library.yale.edu/cataloging/Orbis2Manual/boundwith05.htm, which includes several screen-shots of how the linking appears in the cataloging client.

2. Essentially, this term refers to the idea of respecting the original order and organization of an archive. This issue is such an important part of archives and collection processing that it is integral to Principle 2 in DACS (p. xii). Reading Principle 2 will give a better idea of the concepts behind *respect des fonds* than the brief definition found here.

CHAPTER 6

Collection-level Cataloging for Bound-with Books

here are three basic alternatives for the collection-level treatment of bound-ith books. Two of the alternatives take advantage of the similarities of these olumes to actual books by using certain fields appropriate to printed matter, , for instance, the formal contents field (MARC 505). At the same time, all f the alternatives take into account the fact that the volume actually represents collection by taking advantage of fields pertinent to such compilations, for hich the archives community so successfully lobbied decades ago. The kinds f considerations that the archives community has brought to collective escription had not been available over the past centuries to those librarians ho wanted to summarize the contents of bound-with volumes for their cata-gs. A prime example of a more recent development in collection-level cata-ging is the way the dates are provided. There are also opportunities for atalogers to use other newly developed fields, such as the Summary, etc. note MARC 520) and even the Biographical/Historical note (MARC 545), when-ver such additional information is deemed useful.

The collection-level treatment is split into three alternatives simply because here have to be points where more summary-style alternatives become neces-ary for more abundant and, finally, for wildly profuse compilations. The most mplete of the collection-level cataloging alternatives provides the basic formation for the volume, as well as a formalized contents note with specific etails using abbreviating tactics wherever possible, subject access and full tandardized access points, with name/title or title added entries. This alterna-ve can be used for bound-with books having as many as 20 to 25 items. The ext alternative is for bound-with books containing 25 to 60 (or so) items. provides, along with basic information, a formalized contents note with spe-fic details and subject access, but none of the name/title or title added entries. he omission of full added entries for authors and titles in this alternative rgues for even more keyword-rich elements in the notes than in the above cat-gory, especially in the contents list. The final alternative is taken when there re simply too many titles to list in a formal contents note, no matter how any abbreviating strategies might be considered for it. The only difference etween this alternative and the previous one is that the contents are described

only in broad terms with a Summary, etc. note, rather than with a formal listing of each title. Aside from this difference, however, this last alternative provides the rest of the information and access of the prior alternative. In any of the situations, the dividing line for deciding which alternative to select depends mostly on the cataloger's judgment as to how many of the extra access points for the items are too much or at what point the listing of contents would make the record too unwieldy to be serviceable.

The following section describes the three alternatives and explains how they can be used and even varied, if needed. In order to give a good overview of the structure of their collection-level potential, each alternative will be introduced with the template of its basic design.

COLLECTION-LEVEL TREATMENT CATEGORY 1—FULL CONTENTS AND ADDED ACCESS POINTS

The templates provided here (and in the subsequent sections) show choices that were originally made for the large project described on pp. 54–56, incorporating modifications made to it beyond that point. They can be altered for differing situations and interpretations of the existing descriptive rules. They are offered here for any cataloger who may want to use or adapt them for his or her own collection-level cataloging of bound-with books. In most cases in these collection-level options, coding the Leader and Fixed Field elements will be similar to books; however, the following elements will most often be coded thus:

Code: "Type of record" (Leader/06; in OCLC MARC, "Type") as "a" for "Language material"
Code: "Bibliographic level" (Leader/07; in OCLC MARC, "Ctrl") as "c" for "Collection"
Code: "Type of control" (Leader/08; in OCLC MARC, "BLvl") as "a" for "Archival"
Code: "Type of date/Publication status" (008/06; in OCLC MARC, "DtSt") as "i" for "Inclusive dates of collection"
Code: "Date 1" (008/07–10) for the earliest date from the overall date range
Code: "Date 2" (008/11–14) for the latest date from the overall date range

245 00 **title phrase**, ≠f #dat-#rng.

300 ****** in 1 v. ; ≠c ** cm.

500 Title from *****.

505 0 [1] Title / Author(s). #dat. (** p.) — [2] Title / Author(s). #dat. (** p.) — [3] Title / Author(s). #dat. (** p.) — [4] Title / Author(s). #dat.

(** p.) — [5] Title / Author(s). #dat. (** p.) — [6] Title / Author(s). #dat. (** p.) — [7] Title / Author(s). #dat. (** p.) — [8] Title / Author(s). #dat. (** p.) — [9] Title / Author(s). #dat. (** p.) — [10] Title / Author(s). #dat. (** p.) — [11] Title / Author(s). #dat. (** p.) — [12] Title / Author(s). #dat. (** p.) — [13] Title / Author(s). #dat. (** p.) — [14] Title / Author(s). #dat. (** p.) — [15] Title / Author(s). #dat. (** p.) — [16] Title / Author(s). #dat. (** p.) — [17] Title / Author(s). #dat. (** p.) — [18] Title / Author(s). #dat. (** p.) — [19] Title / Author(s). #dat. (** p.) — [20] Title / Author(s). #dat. (** p.) — [21] Title / Author(s). #dat. (** p.) — [22] Title / Author(s). #dat. (** p.) — [23] Title / Author(s). #dat. (** p.) — [24] Title / Author(s). #dat. (** p.) — [25] Title / Author(s). #dat. (** p.) — [26] Title / Author(s). #dat. (** p.) — [27] Title / Author(s). #dat. (** p.) — [28] Title / Author(s). #dat. (** p.) — [29] Title / Author(s). #dat. (** p.) — [30] Title / Author(s). #dat. (** p.).

600 10 **Person as subject**

650 0 **Broad subject**

650 0 **Broad subject**

700 12 Lastname, Firstname. ≠t **pamphlet title**.

700 12 Lastname, Firstname. ≠t **pamphlet title**.

700 12 Lastname, Firstname. ≠t **pamphlet title**.

[etc., include at *least* ten such 700s in the template]

740 02 **Pamphlet title without author.**

740 02 **Pamphlet title without author.**

[etc., include at *least* five such 740s in the template]

Similar to the collection records discussed in the previous chapters, it is lear from the template given here that the collection-level record for a ound-with book is both rich in internal details and heavily reliant on added ccess points. These volumes correlate to full-scale collections in their unique- ess, meaning that their existence is completely unknown to the general public as are the "titles" they have been given). For this reason, it is necessary to ighlight other aspects of the record to facilitate their discovery.

The nature of the information being given in the record can be character- zed as being of two types: detail-oriented and access-oriented information. Detail-oriented information consists of title, dates, and physical characteris- cs. These few fields, while providing basic details about the volume, include

very little, if anything, that would be useful in searching it. Access-oriented information includes information from every other variable MARC field, all having text that can be useful in searching the volume, either through keyword-style searching or the indexing of standardized entries.

For the detail-oriented information, just as with larger collections, the title is not a reliable factor in searching, since the compilation is unique. Any label it has already been given (usually the spine title) or any that will be supplied for it by the cataloger is likely not to be widely known, if it is known at all. Therefore, it is a good idea to enter a title into the record that contains at least a few useful words for keyword searching. One consideration for the title element is to record the spine title there, since so many of the original compilers of bound-with books had directed the binder to put a well-conceived, yet succinct, title on the spine. Therefore, the spine title might be nearly as functional as any that a cataloger might create. Moreover, it has the added significance of being a part of the package, so if it does seem appropriate, it can be used. When using the spine title in this way, the title statement would not need to be bracketed, as long as it is accompanied by the note, "Title from spine." Alternatively, if the spine title is too generic or words in it are abbreviated (e.g., "Brit. Relig. Tracts" or "14 Pams. on Econ."), it would be better to devise a title. The cataloger can take cues from the spine title to create the supplied title, but would also benefit from the guidance found in DACS for fashioning an effective descriptive title.[1] Although DACS does not recommend that catalogers put brackets around supplied titles for collections, it is worth taking into account that these collection-level records for bound-with books will appear much like the record for a published book (such as an anthology), so it is important to give clear indications throughout the record that it does describe a collection. So, in the absence of a spine title note in a case like this, one of those indications would be to place brackets around the supplied title.

Another way to indicate that the record is for an unpublished collection (possibly the most important indication) is to avoid using the publication field entirely. Catalogers who regularly catalog published material and who have also cataloged single manuscripts (e.g., dissertations or oral history transcripts) understand why it is necessary to omit the publisher or place of publication elements for that unique material. The guidelines for manuscript materials support the omission of those two elements, even while allowing for the use of the publication field. The guidelines do this by including the instruction to record any associated date(s) there. For this reason, it is likely that the vast majority of catalogers are not familiar with the concept of completely bypassing the publication field. However, there is a relatively small group of catalogers who are aware that the MARC bibliographic format has identified a more appropriate place for dates that are pertinent to collections, according to the DACS guidelines (and to *Archives, Personal Papers and Manuscripts* (APPM) prior to that). In MARC 21, the dates are placed immediately following the title. In complying with that instruction, those who catalog collections make use of the portion of MARC 21 validated for this specific application (field 245, subfield ≠f). The dates recorded in this field consist nearly

xclusively of a range of dates, representing the earliest and latest known dates
r the material within. It is worth noting that this range of dates serves to
ualify the label (title) given to any collection. Adding this qualification to
ıe title means that, instead of several collections with a generic title (such as,
Collection of British pamphlets"), several well-delineated collections can be
ıore clearly represented: "Collection of British pamphlets, 1615–1678,"
Collection of British pamphlets, 1771-1856," etc. This is why it is so much
ıore appropriate to put the date range after the title element (while also cod-
ıg the "Type of date/Publication status" [008/06] in the Fixed Field as "i" for
nclusive"). For this reason, it is strongly recommended that catalogers using
ıese collection-level guidelines for bound-with compilations record the range
f dates in the title field. However, in recognizing that there may be catalogers
ading this who are not sufficiently familiar with collection-level guidelines to
el comfortable with this solution, an alternative is *very* reluctantly given here:
cataloger may use *only* the date portion of the publisher field (MARC 21, field
60, subfield ≠c) for giving this date range, while still coding the fixed field as
ıdicated above. Before opting for the more familiar route, however, it is
rongly recommended that catalogers at least try to apply the recommended
uidance to a few records and when the records are complete, take into
ccount the effectiveness of the end result. In analyzing the overall outcome,
is also worth remembering that this solution ultimately emanates from the
ɔmmunity whose specialty is collections (although, admittedly, there is no
vidence that this specific category of material—bound-with volumes—was
ver a part of their considerations).

Not shown in the templates given here are a few variations that can be made to
ıe physical description field. Adjustments can be made to the collation element
ɔr compilations consisting of specific types of items or for differing interpreta-
ɔns of the way they can be described from existing descriptive rules. One way
f entering the extent in this element would be to use a designation other than
v." (for volume), such as pts., items, scores, maps, pamphlets, etc. Another idea
to give the entity an overall descriptive term, and then to qualify the individual
ems further by giving a summary label indicative of their nature, e.g., "1 collec-
ɔn (11 articles), bound" or "1 collection (34 broadsides), bound." Beyond that,
ustrations may be enumerated using as much detail as seems useful. The overall
nding should be measured, as it would be for any bound material. However, if
ıe sizes of the individual items within it vary widely, their individual sizes may
e recorded in a note, if deemed useful or important.

For the access-oriented portion of a collection-level record, the richest
ɔurce of keyword-searchable text usually comes from the contents field.
ı the case of the collection-level record for a bound-with book, the contents
formation is best given through means of a formatted table of contents field.
Vhile similar to that for a published book, the table of contents note for a
ɔund-with book should generally be filled out more fully, on the principle
at it can help users identify the individual items in the compilation, if needed.
A crucial part in aid of this identification is to insert each item's numbered
acement in the volume—the final outcome of the numbered slips from the

processing phase—this time for the sake of the user. The numbers should be put in brackets, of course, since they have been assigned by the cataloger. The drawback of a fully fleshed-out contents note is its potential for rendering a long record even longer than desirable, so it is generally useful to consider judicious pruning suited to each record created. A full listing would conceivably include title, complete remainder of title, full statements of responsibility (author[s] and others), edition, place(s) of publication, publisher(s), date, series (if any), and physical extent. In considering which of these elements are crucial for identifying each item and which might be safely omitted, there are some obvious places to cut, starting with the remainder of title and any extra responsibility statements. Beyond that, it might not be considered detrimental in most cases to exclude an edition statement. By the same token, it would probably be safe to omit anything beyond the first publisher statement, unless there is a good reason to consider including more complete publisher details for some of the titles. In order to make an even briefer, yet still informative, contents entry, the listing for each item might consist only of its main title, author(s), and just the date from the publisher field. Omitting the edition statement, as well as publisher place and company name can be more easily considered if the cataloger believes it likely that the item represents a single edition or was published only by a single publisher. However, in cases where the cataloger believes there may be two or more separately issued publications of the same title, it would be useful to record the pagination data, in order to give a user the chance to differentiate between them. Other possible information that could be included, such as a series, may be recorded every time, or at least when the cataloger deems it an important piece of information. The main point of this discussion is to give an idea of what elements, beyond the basics, that the cataloger might consider including to provide helpful descriptive information for each title listed in the table of contents note, depending on what the compilation itself seems to require.

There is another possible way of abbreviating a lengthy table of contents listing, but it does not present itself on a regular basis. The possibility would occur only in some of the cases where a volume was compiled around a single entity responsible in one way or another for most or all of the items. The most obvious example of a responsible entity is either the personal or corporate name of one of the creators. The role of the creator is not necessarily confined to writing the content, either, since a creator can also be responsible for publishing or printing the items or for illustrating most or all of them. In this kind of case, the repetition of a creator's name can be avoided in the contents listing by devising a separate note, saying something along these lines: "All items in the collection were written [illustrated, published, printed, etc.] by Alfred Soandso, unless otherwise specified."

The author and title information given in the table of contents, as well as in overall notes about repetitive creators suggested in the paragraph above, provides support for making added entries. Each title and author or title only (if no known author) should also be entered in authorized form in a name/title or title added entry. In doing so, it is important to try to identify the correct

andardized form for the name of the responsible person or body, because it ay be fairly different from that found on the title page. Furthermore, when-er possible, it is best to supply the authorized version of the title (uniform le), if there is one. Failing to find any established standard entry for either these elements, the name/title or title entry should be devised according to e guidance given in prevailing cataloging rulebooks.

One very important way of adding access to collections is to give standard-ed subject terms to indicate the collective volume's overall topical nature. side from the more common instance of subjects and subject strings, there n be others as well, including a personal name or corporate body around nich the items were collected, a uniform title pertaining to most or all the ems (for instance, a collection of poems, short stories, song texts, etc. based a fairy tale), or geographic locations being highlighted in the compilation.

Discussing the concept of adding access through subject headings leads to a lated form of access: the call number. One of the nicest outcomes of the oice of collection-level treatment is that the content of the entire volume r at least the majority of it) can guide the choice of call number. In other ords, for a bound-with volume being cataloged as a collection, there is no ed to supply a call number that fits only the first title in the volume as is done complete cataloging treatment. Instead, the library can decide how to apply ll numbers to collectively cataloged bound-with books. The most obvious ethod is to choose a classification that corresponds to whichever subject ading applies to the majority of the content. Another idea might be to keep l bound-with books in one place on a library's shelves. In a case like this, e library would need to locate a place within its chosen classification scheme sed on whatever rationale is chosen for placing these volumes, for example, a assification that closely allies with the concept of "anthologies."

EXAMPLES: ***Category 1—Full contents and added access points***

≪Category 1: Example 1≫[2]

043		n-us-ca
050	4	F869.A15 ≠b R5
100	1	Robinson, W. W. ≠q (William Wilcox), ≠d 1891-1972.
245	10	Ranchos and cities, ≠f 1935-1939.
300		13 pamphlets in 1 v. : ≠b ill., maps, ports. ; ≠c 18 cm.
500		Binder's title.
500		All texts written by W.W. Robinson and published by the Title Guarantee and Trust Co. of Los Angeles.

500 All booklets (with the exception of the one for Long Beach, whose series statement is in the 2nd [Santa Monica] vol.) have a note on p. [3] of cover: "This is the [no.] of a series of booklets . . . on the cities of Los Angeles County . . . The series is an outgrowth of the daily work and discussions of men who search land titles . . .".

500 Two map makers from the Engineering Dept. of the Company contributed the maps for these vols.: A.J. Pauly and Earle R. Bunker.

505 0 [1] San Fernando Valley : a calendar of events. c1938 ([28] p. : col. map) (11th in series) — [2] Beverly Hills : a calendar of events in the making of a city. c1938. ([24] p. : col. map) (10th in series) — [3] Glendale : a calendar of events in the making of a city. c1936. ([24] p. : col. map) (5th in series) — [4] Monrovia : a calendar of events in the making of a city. c1936. ([16] p. : col. map) (6th in series) — [5] Pomona : a calendar of events in the making of a city. c1936. ([24] p. : ill., col. map) (7th in series) — [6] San Pedro and Wilmington : a calendar of events in the making of two cities and the Los Angeles harbor. c1937. ([24] p. : ill., col. map) (8th in series) — [7] Inglewood : a calendar of events in the making of a city. c1937. ([24] p. : ill., col. map) (9th in series) — [8] Culver City : a calendar of events : in which is included, also, the story of Palms and Playa Del Rey, together with Rancho La Ballona and Rancho Rincon de los Bueyes. c1939. ([28] p. : ill., col. map) (12th in series) — [9] Pasadena : a calendar of events in the making of a city. c1935. ([20] p. : ill., col. map) (3rd in series) — [10] Land titles in Long Beach : a calendar of events that made a city. c1935. ([24] p. : col. map) ([1st] in series) — [11] Whittier : a calendar of events in the making of a city. c1935. ([16] p. : ill., col. map) (4th in series) — [12] Inglewood. c1937. [as above; 2nd copy] — [13] Santa Monica : a calendar of events that made a city. c1935. ([16] p. : col. map) (2nd in series).

590 [Library copy:] Quarter morocco, red marbled paper over boards.

650 0 Cities and towns ≠z California, Southern.

650 0 Real property ≠z California, Southern.

651 0 Los Angeles County (Calif.) ≠x History.

651 0 Orange County (Calif.) ≠x History.

650 0 Ranches ≠z California, Southern.

700 12 Robinson, W. W. ≠q (William Wilcox), ≠d 1891-1972. ≠t San Fernando Valley, a calendar of events.

700 12 Robinson, W. W. ≠q (William Wilcox), ≠d 1891-1972. ≠t Beverly Hills, a calendar of events in the making of a city.

700 12 Robinson, W. W. ≠q (William Wilcox), ≠d 1891-1972. ≠t Glendale, a calendar of events in the making of a city.

700 12 Robinson, W. W. ≠q (William Wilcox), ≠d 1891-1972. ≠t Monrovia, a calendar of events in the making of a city.

700 12 Robinson, W. W. ≠q (William Wilcox), ≠d 1891-1972. ≠t Pomona, a calendar of events in the making of a city.

700 12 Robinson, W. W. ≠q (William Wilcox), ≠d 1891-1972. ≠t San Pedro and Wilmington, a calendar of events in the making of two cities and the Los Angeles harbor.

700 12 Robinson, W. W. ≠q (William Wilcox), ≠d 1891-1972. ≠t Inglewood, a calendar of events in the making of a city.

700 12 Robinson, W. W. ≠q (William Wilcox), ≠d 1891-1972. ≠t Culver City, a calendar of events, in which is included, also, the story of Palms and Playa Del Rey, together with Rancho La Ballona and Rancho Rincon de los Bueyes.

700 12 Robinson, W. W. ≠q (William Wilcox), ≠d 1891-1972. ≠t Pasadena, a calendar of events in the making of a city.

700 12 Robinson, W. W. ≠q (William Wilcox), ≠d 1891-1972. ≠t Land titles in Long Beach, a calendar of events that made a city.

700 12 Robinson, W. W. ≠q (William Wilcox), ≠d 1891-1972. ≠t Whittier, a calendar of events in the making of a city.

700 12 Robinson, W. W. ≠q (William Wilcox), ≠d 1891-1972. ≠t Santa Monica, a calendar of events that made a city.

710 2 Title Insurance and Trust Company (1893-1968)

lotes: A general note is given in this record explaining that each booklet is part of n informal, untitled series. For this reason, the series numbers assigned to the ooklets have been given in the record's contents note as extra information. While is method is not exactly legitimate, it is justifiable, since it shows two things: that every booklet from the first one to the twelfth is represented and 2) that e booklets in the series have been bound out of order. Since there is a perception at some users might welcome this information, it is important to find a logical ace to put it (e.g., where a true series statement would have been placed).

The issuance of publications in series is one of the reasons why peopl bind titles together. In the case of many series—especially those that did no extend to very many titles—it is not surprising to find the same set of titles boun together by more than one owner. When this happens, it does not mean that the should be treated as regular published (publisher-issued) volumes, however As the above idiosyncratic ordering of titles shows, individuals had their ow ideas about ordering (no order can be discerned with these, not even alphabetica order by city), omitting some titles of the series or inserting additional items tha relate in different ways, choice of binding material, and other kinds of decision that render each compilation unique.

No standardized tracings are given for the map makers, since their name are relatively minor, even in the Southern California area, so the keywor access provided by the note appears to be sufficient in this case.

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≪ **Category 1: Example 2**≫[3]

245 0 0 [Pamphlets on United States currency issues], ≠f 1890-1895.

300 10 pamphlets in 1 v. ; ≠c 23 cm.

505 0 [1] Silver coinage should be free, like gold : . . . speech of Hon. John W. Daniel, of Virginia . . . 1890. (37 p.) — [2] Report of the Committee on Schools of Finance and Economy to the convention of the American Bankers' Association . . . 1892. (20 p.) — [3] The Baltimore plan for the creation of a safe and elastic currency : addresses . . . delivered at the convention of the American Bankers' Association at Baltimore . . . 1894. (40 p.) — [4] [Resolution adopted by the Convention of the American Bankers' Association. 1894?] (45 p.) — [5] National and state banks / by Horace White. (Sound currency ; vol. 2, no. 1) 1894. (16 p.) — [6] Canadian bank-note currency / L. Carroll Root. (Sound currency ; vol. 2, no. 2) 1894. (16 p.) — [7] Bimetallism in history / Henry Loomis Nelson. (Sound currency ; vol. 2, no. 3) 1895. (16 p.) — [8] The world's currencies / Richard P. Rothwell. (Sound currency ; vol. 2, no. 4) 1895. (24 p.) — [9] New York bank currency : safety fund vs. bond security / L. Carroll Root. (Sound currency ; vol. 2, no. 5) 1895. (24 p.) — [10] The currency famine of 1893 / John DeWitt Warner. (Sound currency ; vol. 2, no. 6) 1895. (20 p.)

650 0 Currency question ≠z United States.

650 0 Banks and banking ≠z United States.

700 1 2 Daniel, John W. ≠q (John Warwick), ≠d 1842-1910. ≠t Silver coinage should be free, like gold.

710 2 2 American Bankers Association. ≠b Committee on Schools of Finance and Economy. ≠t Report.

700 1 2 White, Horace, ≠d 1834-1916. ≠t National and state banks.

700 1 2 Root, Louis Carroll, ≠d b. 1868. ≠t Canadian bank-note currency.

700 1 2 Nelson, Henry Loomis, ≠d 1846-1908. ≠t Bimetallism in history.

700 1 2 Rothwell, Richard Pennefather, ≠d 1836-1901. ≠t Word's currencies.

700 1 2 Root, Louis Carroll, ≠d b. 1868- ≠t New York bank currency : safety fund vs. bond security.

700 1 2 Warner, John DeWitt, ≠d 1851-1925. ≠t Currency famine of 1893.

730 0 Sound currency.

740 1 2 Baltimore plan for the creation of a safe and elastic currency.

Notes: Uniform titles for series or serials can be given as added entries in such collective records if it is believed that standardized tracings will provide useful access over and above keyword access. Decisions about whether to add them might involve how many times titles (articles) from the same serial are represented in the compiled volume. In the above case, six articles are found from a single serial out of ten items in the volume. This fact alone would support the addition of a uniform title for that serial.

<<<<<<<<<<<<<<<<<<<<<<0>>>>>>>>>>>>>>>>>>>>>>

≪ Category 1: Example 3≫[4]

043 s-py- - - ≠b s-ag- - -

245 0 0 Historia de Paraguay : ≠b folletos, ≠f 1903-1952.

300 12 pamphlets in 1 v. ; ≠c 25 cm.

500 Title from spine.

505 1 [1] La bandera del Paraguay : en su día, 1812, 15 de Agosto-1946 . . . / Benjamín Vargas Peña. 1946. (61 p.) — [2] La epopeya del mariscal, Francisco Solano López : drama histórico . . . / Eusebio Aveiro Lugo. 1948. (54 p.) — [3] Los hombres de la convención del

70 / Carlos R. Centurión. 1938. (31 p.) — [4] Eusebio Ayala : presidente de la victoria / Justo Prieto. [1950]. (60 p.) — [5] Homenajes al Dr. Eusebio Ayala . . . / [Benjamin Banks . . . et al.]. 1952. (40 p.) — [6] Antecedentes históricos sobre la fundación de la Universidad Nacional de la Asunción . . . / Faluche. 1903. (60 p.) — [7] Dos páginas de sangre : año 1877 . . . : [1. parte, Trágico fin del Presidente Gill : 2. parte, Tragedia de la cárcel pública] / Hector Francisco Decoud. 1925. (67, 7 p. : ill., ports.) — [8] Artigas en el alma paraguaya / Julio César Chaves. 1952. (12 p.) — [9] Negociaciones Paraguayo-Argentinas : sus antecedentes / Antolín Irala. [1912]. (70 p.) — [10] Antecedentes históricos y solución de la cuestión de límites entre las repúblicas del Paraguay y Argentina en el río Pilcomayo / Instituto Geografica Militar, Republica del Paraguay. 1946. (82 p. : maps) — [11] Paraguayos y Argentinos ante un heroe : [discurso pronunciado / por el Doctor Manuel Domínguez . . .]. [1907?]. ([6] p.) — [12] Homenajes a la nación Paraguaya : discursos en el Senado Federal de la Republica Argentina . . . / Eduardo Madariaga. 1949. (7 p.)

500 Pamphlets range in size from 17 cm. to 23 cm.

500 Pamphlets originally compiled and bound together by Luis Chase Sosa (b. 1912), journal editor, lecturer and former senator in Paraguay.

600 1 0 Ayala, Eusebio, ≠d 1875-1942.

600 1 0 Lopez, Carlos Antonio, ≠d 1792-1862 ≠v Drama.

600 1 0 Gill, Juan Bautista, ≠d d. 1877.

651 0 Paraguay ≠x History.

651 0 Paraguay ≠x Politics and government.

651 0 Paraguay ≠x Foreign relations ≠z Argentina.

651 0 Argentina ≠x Foreign relations ≠z Paraguay.

651 0 Paraguay ≠x Boundaries ≠z Argentina.

651 0 Argentina ≠x Boundaries ≠z Paraguay.

700 1 2 Vargas Peña, Benjamín. ≠t Bandera del Paraguay.

700 1 2 Aveiro Lugo, Eusebio. ≠t Epopeya del mariscal, Francisco Solano López.

700 1 2 Centurión, Carlos R. ≠t Hombres de la convención del 70.

700 1 2 Prieto, Justo, ≠d 1897- ≠t Eusebio Ayala, presidente de la victoria.

700 1 2 Banks, Benjamin. ≠t Homenajes al Dr. Eusebio Ayala.

700 0 2 Faluche. ≠t Antecedentes históricos sobre la fundación de la Universidad Nacional de la Asunción.

700 1 2 Decoud, Héctor Francisco, ≠d 1855-1934. ≠t Dos páginas de sangre.

700 1 2 Chaves, Julio César. ≠t Artigas en el alma paraguaya.

700 1 2 Irala, Antolín. ≠t Negociaciones Paraguayo-Argentinas : sus antecedentes.

710 2 2 Instituto Geográfico Militar (Paraguay). ≠t Antecedentes históricos y solución de la cuestión de límites entre las repúblicas del Paraguay y Argentina en el río Pilcomayo.

700 1 2 Domínguez, Manuel, ≠d 1869-1935. ≠t Paraguayos y Argentinos ante un heroe.

700 1 2 Madariaga, Eduardo. ≠t Homenajes a la nación Paraguaya.

740 1 2 Trágico fin del Presidente Gill.

740 1 2 Tragedia de la cárcel pública.

otes: It is so unusual to find a clear indication of who compiled the items in a ound-with volume that it may be worth giving a note to that effect, as done in e record above. A quick online search on the compiler's name can often yield fficient information to make a brief addition to the note that will contextual- e the compiler with his compilation.

In the contents note, many of the statements of responsibility (SOR) are ven in brackets. This comes from situations where the authors' names were und in places other than the title page, such as in the prefatory matter or ven at the end of the item. In a full record, a note would be made about where ch was found; in this collective record, however, the fact that this statement in brackets should be considered sufficient to indicate that the SOR was ot found on the title page.

<<<<<<<<<<<<<<<<<<<<<<0>>>>>>>>>>>>>>>>>>>>>>

≪ Category 1: Example 4≫[5]

050 4 M1611 ≠b .C36 1715

245 0 0 Cantates françaises, ≠f 1715-1732.

300 1 collection (6 scores in 1), bound ; ≠c 20 x 26 cm.

500 Title from spine.

500 Engraved throughout.

505 0 [1.] Hymne a l'amour : cantatille françoise / mise en musique par Mr. Mouret . . . Se vend a Paris : Chez l'auteur . . . [and 2 others], [1718?]. ([2], 12, [2] p.) [RISM ser. A, M 4002] — [2.] Divertissement pour la paix : chantée pour la premiere fois devant S*A*S* Monseignr. le prince de Vaudemont le 25. Fevrier 1714 / mis en musique par Mr. Dutartre . . . Se vend a Paris : Chez l'auteur . . . ; Chez Foucaut . . ., [1715?]. ([4], 23, [1] p.) [RISM ser. A, D 4660] — [3.] La constance : cantatille nouvelle avec accompagnement de flûtes, violons, et hautbois : chantée au concert due Chateau des Thuilleries par Melle. Petit-Pas / composee par Mr. le Maire . . . A Paris : Chez l'auteur [and 2 others], [171-?]. ([2] p., p. 27-40) [RISM ser. A, L 1741] — [4.] Eglé : cantatille françoise / mise en musique par Mr. Mouret . . . Se vend a Paris : Chez l'auteur [and 2 others], [1718?]. ([2] p., p. 13-24, [2] p.) [RISM ser. A, M 3995] — [5.] Ariane : cantatille nouvelle avec accompagnement de flûttes, violons, et hautbois : chantée au concert du Chateau des Thuileries par Mlle. Eeremans / mise en musique par Mr. Lemair . . . A Paris : Chez l'auteur [and 2 others], [1731?] ([2], 57-69, [1] p.) [RISM ser. A, L 1731] — [6.] Epitalame : cantatille françoise / mise en musique par Mr. Mouret . . . A Paris : Chez l'auteur [and 2 others], [171-?]. ([2], 22 p.) [RISM ser. A, M 3999].

563 Green vellum over boards.

590 [Library copy:] Bookplates of Henry Prunières and Geneviève Thibault on pastedown. Signature of Dutartre on p. 1 of score [2].

650 0 Solo cantatas, Secular ≠v Early works to 1800 ≠v Scores.

700 1 2 Mouret, Jean-Joseph, ≠d 1682-1738. ≠t Hymne a l'amour.

700 1 2 Dutartre, Jean-Baptiste, ≠d d. 1749. ≠t Divertissement pour la paix.

700 1 2 Le Maire, Louis, ≠d ca. 1693-ca. 1750. ≠t Constance.

700 1 2 Mouret, Jean-Joseph, ≠d 1682-1738. ≠t Eglé.

700 1 2 Le Maire, Louis, ≠d ca. 1693-ca. 1750. ≠t Ariane.

700 1 2 Mouret, Jean-Joseph, ≠d 1682-1738. ≠t Epitalame.

Notes: Even in records for unique collections, some institutions still require catalogers to use the local note field (MARC 590) for binding notes, despite the fact that records for unique material otherwise describe the characteristics of their local holdings. Whenever an institution does not require such use of local notes, however, notes about the binding for unique collections should be put into the field defined for binding description, the MARC 563 note.

When a full bibliographic description of an older published item can be found in a reference source, the catalog record for that material may include a citation to that reference in the MARC 510 field. In the case of this collection of published material, several of its items have full bibliographical descriptions in an important standard reference for music, the *Repertoire Internationale des Sources Musicales* (RISM).[6] Because collective catalog records do not describe each item fully, it would be seen as an important service to music researchers to point to any full bibliographic descriptions associated with the items in the compilation, whenever possible. Unfortunately, it is not appropriate to use a single 510 field to list citations for several of the items in a collective record, so another method needs to be found. In this case, RISM citations have been inserted into the contents listing (bracketed, to indicate cataloger interpolation) after each item to which it pertains.

<<<<<<<<<<<<<<<<<<<<<<0>>>>>>>>>>>>>>>>>>>>>>

COLLECTION-LEVEL TREATMENT CATEGORY 2—EMPHASIS ON CONTENTS AND SUBJECTS

Code: "Type of record" (Leader/06; in OCLC MARC, "Type") as "a" for "Language material"
Code: "Bibliographic level" (Leader/07; in OCLC MARC, "Ctrl") as "c" for "Collection"
Code: "Type of control" (Leader/08; in OCLC MARC, "BLvl") as "a" for "Archival"
Code: "Type of date/Publication status" (008/06; in OCLC MARC, "DtSt") as "i" for "Inclusive dates of collection"
Code: "Date 1" (008/07–10) for the earliest date from the overall date range
Code: "Date 2" (008/11–14) for the latest date from the overall date range

245 00 *** title phrase, ≠f #dat-#rng.

300 **** in 1 v. ; ≠c ## cm.

500 Title from *****.

505 1 [1] Title / Author(s). #dat. (** p.) — [2] Title / Author(s). #dat. (** p.) — [3] Title / Author(s). #dat. (** p.) — [4] Title / Author(s). #dat. (** p.) — [5] Title / Author(s). #dat. (** p.) — [6] Title / Author(s). #dat. (** p.) — [7] Title / Author(s). #dat. (** p.) — [8] Title / Author(s). #dat. (** p.) — [9] Title / Author(s). #dat. (** p.) — [10] Title / Author(s). #dat. (** p.) — [11] Title / Author(s). #dat. (** p.) — [12] Title / Author (s). #dat. (** p.) — [13] Title / Author(s). #dat. (** p.) — [14] Title / Author(s). #dat. (** p.) — [15] Title / Author(s). #dat. (** p.) — [16] Title / Author(s). #dat. (** p.) — [17] Title / Author(s). #dat. (** p.) — [18] Title / Author(s). #dat. (** p.) — [19] Title / Author(s). #dat. (** p.) — [20] Title / Author(s). #dat. (** p.) — [21] Title / Author(s). #dat. (** p.) — [22] Title / Author(s). #dat. (** p.) — [23] Title / Author(s). #dat. (** p.) – [24] Title / Author(s). #dat. (** p.) — [25] Title / Author(s). #dat. (** p.) — [26] Title / Author(s). #dat. (** p.) — [27] Title / Author(s). #dat. (** p.) — [28] Title / Author(s). #dat. (** p.) — [29] Title / Author(s). #dat. (** p.) — [30] Title / Author(s). #dat. (** p.) — [31] Title / Author(s). #dat. (** p.) — [32] Title / Author(s). #dat. (** p.) — [33] Title / Author(s). #dat. (** p.) — [34] Title / Author(s). #dat. (** p.) — [35] Title / Author(s). #dat. (** p.) — [36] Title / Author(s). #dat. (** p.) — [37] Title / Author(s). #dat. (** p.) — [38] Title / Author(s). #dat. (** p.) — [39] Title / Author(s). #dat. (** p.) — [40] Title / Author(s). #dat. (** p.) — [41] Title / Author(s). #dat. (** p.) — [42] Title / Author(s). #dat. (** p.) — [43] Title / Author(s). #dat. (** p.) — [44] Title / Author(s). #dat. (** p.) — [45] Title / Author(s). #dat. (** p.) — [46] Title / Author(s). #dat. (** p.) — [47] Title / Author(s). #dat. (** p.) — [48] Title / Author(s). #dat. (** p.) — [49] Title / Author(s). #dat. (** p.) — [50] Title / Author(s). #dat. (** p.).

600 10 **person(s) as subject**

610 20 **institution(s) as subject**

650 0 **broad subject(s)**>

Notes: The considerations for this second alternative for collection-level treatment of bound-with books are quite similar to the first alternative. The main difference is that this solution includes no name and name/title added entries. This can mean that, as long as there are not too many titles, the cataloger might have the luxury of considering adding a few more of the descriptive details of each item to the contents listing.

EXAMPLES: ***Category 2—Emphasis on contents and subjects***

≪ Category 2: Example 1≫[7]

043 e-uk- - -

050 4 BL2700 ≠b .S68

245 00 South Place discourses, ≠f 1883-1892.

300 34 v. in 1 ; ≠c 21 cm.

500 Title from spine.

545 The title refers to the South Place Ethical Society (SPES), an organization which started in 1793 with a group of nonconformists known as Universalists. The congregation built a chapel in 1824 at South Place, Finsbury, London, which became the location for discussion and lectures on a broad range of progressive themes. The location, but not the name, changed in 1926, when Conway Hall was built in its current location in Bloomsbury. Today the organization is a member of the International Humanist and Ethical Union.

505 0 [1] The ethic of freethought : a lecture . . . / by Karl Pearson. [1883?]. (16 p.) — [2] What is religion? : a discourse / by Andrew Wilson. [1884?]. (16 p.) — [3] "The hopes of liberalism" : a discourse . . . / by Andrew Wilson. [1884?]. (16 p.) — [4] Inheritances : a discourse . . . / by Andrew Wilson. [n.d.]. (16 p.) — [5] "In pastures green" : a discourse . . . / by Andrew Wilson. [n.d.]. (15 p.) — [6] "Early footsteps and their guidance" : a discourse . . . / by Arthur W. Hutton. [1884?]. (16 p.) — [7] "Shadow & sunshine of human life" : a discourse . . . / by F. Sydney Morris. [1885?]. (14 p.) — [8] "The essence of religion" : a discourse . . . [1885?]. (15 p.) — [9] "Politics and a human religion" : a discourse . . . / by Frederic Harrison. [1885?]. (16 p.) — [10] "Enthusiasm of the market-place and of the study" : a discourse . . . / by Karl Pearson. [1885?]. (15 p.) — [11] Science and the emotions : a discourse . . . / by Edward Clodd. [1885?]. (15 p.) — [12] Hostile & generous toleration (A new theory of toleration) : a discourse . . . / by George Jacob Holyoake. [1886?] (15 p.) — [13] Emotion in history : a glance into the springs of progress : a discourse . . . / by John Robertson. [1886?]. (16 p.) — [14] What is materialism? : a discourse delivered at South Place Chapel . . . / by Leslie Stephen. [1886?]. (15 p.) — [15] Life and death. Part 1, Death : a discourse . . . / by H.C. March. [n.d.] (16 p.) — [16] Life and death. Part 2, Life : a discourse . . . / by H.C. March. [n.d.]. (p. 17-28) — [17] The moral significance of the story of Faust . . . : a discourse . . . / by Charles Gaskell Higginson. [n.d.] (p. 29-40) — [18] Equality : a discourse . . . / by John Robertson. [n.d.]. (p. 41-56) — [19] Religious societies : their work & function to-day : a discourse . . . / by W.C. Coupland. [n.d.]. (p. 57-68) — [20] Culture and action : a discourse / by John Robertson. [n.d.]. (p. 69-80) — [21] The common things of human life : a discourse . . . / by Sydney Morris. [n.d.]. (p. 81-92) — [22] Aurora Leigh : a discourse . . . / by W.C. Coupland. [n.d.]. (p. 93-104) — [23] The Religion of Shakspere :

two discourses . . . / by John M. Robertson. [part 1 of 2] [n.d.]. (p. 105-120) — [24] The Religion of Shakspere : two discourses . . . / by John M. Robertson. [part 2 of 2] [n.d.]. (p. 121-136) — [25] By bread alone : a discourse . . . / by Geo. C. Griffith Jones. [n.d.]. (p. 137-148) — [26] Ethical culture as a religion for the people : two discourses . . . / by Stanton Coit. [n.d.]. (p. 149-174) — [27] The moral and social aspects of the present condition of primary education : a discourse . . . / by William Lant Carpenter. [n.d.]. (p. 175-192) — [28] The ultimate value of social effort : a discourse . . . / by D.G. Ritchie. [n.d.]. (p. 193-204) — [29] The economic position of educated working women : a discourse / by Clara E. Collet. [1890?]. (p. 205-216) — [30] Tolststoi's "Kreutzer Sonata." : a discourse . . . / by W.C. Coupland. [n.d.]. (p. 217-233) — [31] The Greek ideal and modern life : a discourse . . . / J.H. Muirhead. [n.d.]. (p. 237-248) — [32] The pleasures of malignity : discourse . . . / by John M. Robertson. [n.d.]. (p. 249-264) — [33] Principle and politics : a discourse . . . / by Arthur W. Hutton. [1890?]. (p. 265-279) — [34] Civilizing the Sabbath : a discourse . . . / by Moncure D. Conway. [1892?]. (p. 281-292)

650 0 Free thought.

710 2 South Place Ethical Society (London, England)

Notes: The Biography/History note (MARC 545) is used here to put the disparate nature of the volume's discourses into perspective. In addition, the binder's title by itself is too generic to pin down to what "South Place" refers. However, there are sufficient clues in the items themselves that help to identify what "South Place" is. Once this kind of information is known, further research can hone it further. The findings of this research should be used to make a concise 545 note, which in this case, also informs the choice of subject heading used as well as the addition of the correct corporate name tracing.

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≪Category 2: Example 2≫[8]

043 e-po- - -

050 4 PQ9042 ≠b .P6

245 00 Polemica litteraria, ≠f 1865-1866.

300 37 pamphlets in 1 v. : ≠b ill. ; ≠c 20 cm.

500 Title from spine.

5051 [1] Bom-senso e bom-gosto : carta . . . / por Anthero do Quental. 1865. (16 p.) — [2] Bom-senso e bom-gosto : folhetim a proposito da carta . . . / por M. Pinheiro Chagas. 1865. (8 p.) — [3] Bom-senso e bom-gosto : reposta á carta . . . / por Manoel Roussado. 2. ed. augm. 1866. (17 p.) — [4] Carta de Elmano da Cunha em reposta a outra Bom-senso e bom-gosto . . . 1865. (15 p.) — [5] O senhor Antonio Feliciano de Castilho e o senhor Anthero do Quental / por Julio de Castilho. 1865. (40 p.) — [6] Bom-senso e bom-gosto : carta de boas festas a Manuel Roussado / por S. d' A. 1866. (13 p.) — [7] As theocracias litterarias . . . / Theophilo Braga. 1865. (14 p.) — [8] A dignidade das letras e as literaturas officiaes / Anthero do Quental. 1865. (48 p.) — [9] A escola coimbrã : cartas / do sr. conselheiro José Feliciano de Castilho Barreto e Noronha . . ., I. 1866. (32 p.) — [10] A escola coimbrã : cartas / do sr. conselheiro José Feliciano de Castilho Barreto e Noronha, II. 1866. (48 p.) — [11] Litteratura d'hoje / J. D. Ramalho Ortigão. 1866. (61 p.) — [12] Litteratura de ámanhan . . . / E. A. Salgado. 1866. (14 p.) — [13] Litteratura d'hontem, ou, Breves reflexões sobre a questão litteraria / por Antonio Peixoto do Amaral. 1866. (28 p.) — [14] A litteratura ramalhuda . . . / por G. F. 1866. (13 p.) — [15] Anthero do Quental e Ramalho Ortigão / [A. do C.]. [1866?]. (15 p.) — [16] Os senhores A. A. Teixeira de Vasconcellos, A. F. de Castilho e A. Osorio de Vasconcellos sobre a questão coimbrã. 1866. (21 p.) — [17] Lisboa, Coimbra e Porto e a questão litteraria / Rui de Porto-Carrero. 1866. (39 p.) — [18] O mau-senso e o mau-gosto : carta . . . / por Amaro Mendes Gaveta. 1866. (16 p.) — [19] Castilho e Quental . . . / Augusto Malheiro Dias. 1866. (20 p.) — [20] Os litteratos em Lisboa : poemeto / por A. Ferreira de Freitas. 1865. (32 p.) — [21] Os Coimbrões : questão em que tambem entra pelos cem reis José Francisco . . . / por Diogo Bernardes. 1866. (15 p.) — [22] Questão de palheiro . . . / Urbano Loureiro. 1866. (16 p.) — [23] Vaidades irritadas e irritantes . . . / por Camillo Castello Branco. 1866. (47 p.) — [24] Penna e espada . . . / Carlos Borges. 1866. ([14] p.) — [25] O tyrannete Quental e Ortigão : verso . . . 1866. (16 p.) — [26] Garrett, Castilho, Herculano e a escola coimbrã . . . / pelo Ermita do Chiado. 1866. (15 p.) — [27] Analyse critica, rapida, despretenciosa feita ao folheto intitulado Garrett . . . etc. / pelo Sacristão de uma Ermida. 1866. (16 p.) — [28] Verdadeira luz . . . / pela Sombra de Cicero. 1866. (15 p.) — [29] O senhor Antonio Feliciano de Castilho e o senhor Anthero do Quental / por Julio de Castilho. 2. ed. 1866. (37 p.) — [30] Folhetim da voz academica : delenda thibur. [n.d.]. (8 p.) — [31] Bom-senso e bom-gosto : humilde parecer de Brito Aranha . . . 1866. (15 p.) — [32] A questão litteraria : a proposito do jazigo de José Estevão cartas dos senhores A.F. de Castilho e J.A. de Freitas Oliveira. 1866. (16 p.) — [33] Guelfos e gibelinos . . . / por

E. A. Vidal. 1866. (16 p.) — [34] Horacios e curiacios, ou, Mais um ponto e virgula . . . / por A. M. da Cunha Bellem. 1866. (12 p.) — [35] A aguia no ovo e nos astros : sive a eschola coimbrã . . . / por Um Lisboeta convertido. 1866. (62 p.) — [36] Carta ao eminentissimo senhor Manoel Pinheiro Chagas / pelo seu estapafurdio admirador, Costa Goodolphim. 1866. (15 p.) — [37] Litteratura portugueza : A.F. de Castilho e a carta que acompanha o poema da mocidade / por Archi-zero. 1866. (23 p.)

650 0 Portuguese literature ≠x History and criticism.

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≪Category 2: Example 3≫[9]

043 e-uk- - -

245 0 0 Cambridge pamphlets, ≠f 1819-1908.

300 29 v. in 1 ; ≠c 22 cm.

500 Title from spine.

505 0 [1] Excerpta è statutis Academiae cantabrigiensis . . . 1819. (30 p., [1] fold. table) — [2] A letter to his royal highness the Duke of Gloucester chancellor : on the present corrupt state of the University of Cambridge / by R.M. Beverley, Esq. 1833. (46 p.) — [3] Additional remarks on the proposed reform of the University of Cambridge / [W.W.]. 1866. (12 p.) — [4] Reply to Professor Sedgwick's letter in the "Leeds Mercury," concerning the present corrupt state of the University of Cambridge / by R. M. Beverley, Esq. 3rd ed., with additions. 1834. (39 p.) — [5] Considerations on the suggestions of the University Commissioners with respect to fellowships and scholarships / by the Rev. H. Latham. 1857. (54 p.) — [6] Notes on the statute and ordinances affecting the library / by the Librarian. 1865. (32 p.) — [7] Notes on the statute and ordinances affecting the library : reissued to the senate 5th May, 1866 / by the Librarian. 1866. (32 p.) — [8] Statement made to the syndics of the library : 7 March, 1866 / by the Librarian. 1866. (16 p.) — [9] [Misc. articles on Cambridge Univ. 1855-1965. var. p.] — [10] [Miscellanea related to the life and death of Charles Henry Cooper (1808-1866) of Cambridge. 1866. var. p.] — [11] Unverified quotations, references, and allusions in the works of Richard Sibbes, D.D. / Rev. Alexander B. Grosart. [n.d.]. (6 p.) — [12-14] [Misc. pamphlets pertaining to St. John's College. ca. 1867] — [15] On modern education : a letter to the senate of the University of Cambridge / by Henry Brandreth.

1868. (38 p.) — [16] The theological tripos scheme in its relation to scholarship / H.M. Gwatkin and F. Watson. 1871. (8 p.) — [17] [Set of offprints relating to Trinity College. ca. 1877-78. var. p.] — [18] The statutes of Trinity College, Cambridge : as at present in force, shewing the changes sanctioned by the general meeting, Dec. 13, 1872. / 1872. (46, [i.e. 92] p.) — [19] Replies of college lecturers to the inquiries of the Master and seniors of St. John's College, Cambridge. 1872. (82 p.) — [20] A letter addressed to the right Hon. S.H. Walpole, M.P., and A.J.B. Beresford-Hope, Esq., M.P. / by Robert Phelps. [1872]. (22 p.) — [21-23] [Misc. letters regarding monetary issues at the University of Cambridge and Trinity College] — [24] Correspondence with the Universities Commission together with a reprint of a letter . . . / by Robert Phelps. 1873. (40 p.) — [25] Payment of lecturers under the new statutes : suggestions collected at the request of the Master and Council of St John's College / [compiled by E. Hill]. 1882. (16 p.) — [26] Mr H.A. Perry's appeal to the visitor dated Jan. 17, 1885. 1885. (29 p.) — [27] Mr H.A. Perry's appeal : decision of the visitor, dated April 29, 1886 / 1866. (var. p.) — [28] Abstract of the diary of John Palmer . . . : travels in the Levant 1805-7 / by J. B. Pearson. 1899. (8 p.) — [29] A statistical chart to illustrate the entries at the various colleges in the University of Cambridge, 1544-1907 : descriptive text / J. A. Venn. 1908. (20 p.)

610 2 0 University of Cambridge.

650 0 Education, Higher ≠z England.

700 1 Beverley, R. M. ≠q (Robert Mackenzie), ≠d 1797 or 8-1868.

700 1 2 Latham, Henry, ≠d 1821-1902.

700 1 2 Brandreth, Henry, ≠d 1833-1904. ≠t On modern education.

700 1 2 Gwatkin, Henry Melvill, ≠d 1844-1916. ≠t Theological tripos scheme in its relation to scholarship.

710 2 2 University of Cambridge. ≠t Excerpta è statutis academiae contabrigiensis.

COLLECTION-LEVEL TREATMENT CATEGORY 3—SUMMARY DESCRIPTION WITH SUBJECTS

Code: "Type of record" (Leader/06; in OCLC MARC, "Type") as "a" for "Language material"
Code: "Bibliographic level" (Leader/07; in OCLC MARC, "Ctrl") as "c" for "Collection"

Code: "Type of control" (Leader/08; in OCLC MARC, "BLvl") as "a" for "Archival"
Code: "Type of date/Publication status" (008/06; in OCLC MARC, "DtSt") as "i" for "Inclusive dates of collection"
Code: "Date 1" (008/07–10) for the earliest date from the overall date range
Code: "Date 2" (008/11–14) for the latest date from the overall date range

245 00 *** title phrase, ≠f #dat-#rng.

300 ## v. in 1 ; ≠c ## cm.

500 Title from *****.

520 Summary of contents.

600 10 **person(s) as subject**

610 20 **institution(s) as subject**

650 0 **broad subject(s)**

700 1 **author(s)**

700 1 **author(s)**

700 1 **author(s)**

710 2 **author(s)**

710 2 **author(s)**

Most of the considerations for this third alternative for collection-level treatment of bound-with books are quite similar to the second alternative. The main difference is that this solution includes no formal table of contents. Instead, a summary statement of the contents is given. While this solution is the least desirable because it affords so little exact transcription and text for keyword searching, it is possible to devise reasonable ways of filling the Summary, etc. note with appropriate, useful, and searchable text. One of the primary ways of accomplishing this is by making lists of the most prolific instances of personal and corporate names that occur in the volume. For instance, if the compilation is quite profuse in individual items, but was written by only a relatively few people, this would be a good time to list the few names involved, even though each of their titles cannot be enumerated.

EXAMPLES: ***Category 3—Summary description with subjects***

≪Category 3: Example 1≫[10]

043 e-uk- - -

050 4 DA538.A2 ≠b T7

245 0 0 Tracts on Queen Caroline, ≠f 1820-1821.

300 113 pamphlets in 6 v. : ≠b ill. (some col.) ; ≠c 22 cm.

500 Title from spine.

520 Collection consists of 113 pamphlets issued by several different London publishers, all bound into 6 volumes. They are dated primarily in 1820, with some in 1821. The pamphlets deal with George IV's allegations of Caroline's adultery, the Bill of Pains and Penalties, and Caroline's claim to be crowned Queen alongside George. Most of the pamphlets are satirical in tone, and several feature illustrations caricaturing key figures. Many cartoons and caricatures by George Cruikshank (85) and his brother, Robert Cruikshank (14) can be found throughout the collection. Almost all of the pamphlets are anonymous or pseudonymous, although several have been attributed to William Hone, himself one of the publishers represented here.

563 Half dyed green calf, green marbled paper over boards.

590 [Library] copy: Ex libris Alexander Meyrick Broadley.

600 0 0 George ≠b IV, ≠c King of Great Britain, ≠d 1762-1830.

600 0 0 Caroline, ≠c Queen, consort of George IV, King of Great Britain, ≠d 1768-1821.

650 0 Political satire, English.

651 0 Great Britain ≠x Politics and government ≠y 1800-1837.

655 7 Caricatures ≠z Great Britain ≠y 19th century. ≠2 rbgenr

700 1 Hone, William, ≠d 1780-1842.

700 1 Cruikshank, George, ≠d 1792-1878, ≠e ill.

700 1 Cruikshank, Robert, ≠d 1789-1856, ≠e ill.

Notes: A compilation of pamphlets related to the scandal surrounding Queen Caroline, starting in 1820. Instead of listing all the particulars of the 113 pamphlets, a summary of the contents (MARC 520) is given. Included in the summary are the names of one of the presumed primary authors as well as some of the illustrators of the political caricatures. While it is not surprising that this note supports the added entry for the primary author, it may be considered unusual to trace two of the illustrators. In this case, the library collects publications illustrated by the Cruikshanks, so the standardized tracings were necessary.

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≪Category 3: Example 2≫[11]

041 0 dut ≠a fre ≠a ger

043 e-ne- - -

050 4 Z1000.5 ≠b .D88

245 0 0 Dutch booksellers' catalogs, ≠f 1748-1787.
300 93 items in 2 v. ; ≠c 23 cm.

546 Most of the items are in Dutch, with a few in French and German.

520 A collection of booksellers' catalogs mostly from the Netherlands, representing dealers in Amsterdam, Dordrecht, Groningen, Hague, Leeuwarden, Leiden, Utrecht, and a few others in Belgium and France. Several of the items have been annotated in ms. hand, mostly to show differences between the printed price and the "sold" price.

555 Unpublished finding aid available; inquire at Dept. of Special Collections reference desk (filed by title).

650 0 Booksellers' catalogs ≠z Netherlands.

655 7 Second-hand prices (Publishing) ≠z Netherlands. ≠2 rbpub

Notes: This compilation of booksellers' catalogs is not only too numerous for detailing, in many cases the titles are somewhat generic and repetitive. In this case, however, a detailed listing of the titles was made by an assiduous researcher for his own purposes. After learning about the researcher's list and receiving his permission to duplicate it, the library now holds it behind the

eference desk, available to users. It is for this reason the "finding aid available" MARC 555) note was added, to let users know about the list.

A SAMPLING OF DELIBERATIONS USED IN LESS COMMON BOUND-WITH SITUATIONS

Situation 1a[12]: All parts (numbers) of a serialized novel extracted (cut out, excised) from several succeeding issues of a popular magazine

Altogether, this compilation makes an entire novel, even though this does not represent the normal issuance of a novel. For some authors, this may have been the only appearance of their creation; for more popular authors, this might have been the first appearance of this title.

050 4 PR5714 ≠b .M34 1904

100 1 Ward, Humphry, ≠c Mrs., ≠d 1851-1920.

24514 The marriage of William Ashe : ≠b a novel / ≠c by Mrs. Humphry Ward.

260 [New York? : ≠b Harper and Brothers], ≠c 1904.

300 1 v. (various pagings), [24] leaves of plates : ≠b ill. ; ≠c 25 cm.

500 Title from caption of the first-issued installment.

500 Publisher from lower margin of t.p.

520 A bound compilation of all the installments of this title in Harper's monthly magazine, starting with vol. CIX, no. DCXLIX, June, 1904 and ending with vol. CX, no. 660. Includes extra poems and other literary ephemera wherever they happen to occur on the reverse of the installments' first or last pages.

500 Most of the plates are signed by Albert Sterner.

500 Printed in double columns.

590 [Library copy:] Half red-dyed pebbled calf, red marbled paper over boards.

700 1 Sterner, Albert, ≠d 1863-1946, ≠e ill.

730 0 Harper's monthly magazine.

Situation 1b: All (or as many as the compiler identified or found) of a serialized topic strewn through several succeeding issues of a magazine

Brought together and bound, these articles would comprise the author's (or several contributors') full treatment of a given topic. The full treatment itself may or may not later have been published as a book.

Indeed, in both situations described above, the clipped articles might not otherwise exist in "pure form" as a published monograph. The situations as described are not to be confused with the issues of serialized novels (the way many publishers often issued popular novels of the nineteenth century, as, for instance, those by Charles Dickens), where the sum of all parts comprised the entire issue. Instead, each segment of the compilation usually includes the kinds of non-related material that only a magazine could have. This is the material which can appear on the opposite sides of the first and last pages of the clipping, or within the pages of the clipping itself, with print or illustrative "filler" interspersed throughout selected article, such as verse or a short anecdote to fill out the last page of text; often commercial advertisements are included.

The solution to either of the above two situations is not necessarily straightforward. However, if an overall title has been given to the recurring segments (as it has for "Situation 1a," to identify the continuing story for its [hopefully avid] expectant audience), an argument can be made that the ultimate nature of the compilation is a monograph. Most catalogers treat the more familiar serialized novels this way (although records have also been made for them as closed serials, especially in cases where the story is the primary feature of the issue[13]). If treated as a monograph, the Fixed Field could be coded as such, with extent and publication details, as well as notes (possibly even a 520 Scope note) being used to describe the circumstances of this compiled (or bound-with) volume. On the other hand, if there is no overall title (especially in the case of "Situation 1b"), the nature of the volume cannot as clearly be considered a monograph. In cases such as this, a title can still be devised for the volume that indicates the cohesive nature of the content, but otherwise the entire volume should be treated as a collective entity, with the Fixed Field coded accordingly and the extent details making clear the collective situation. In the case of both situations, it does make sense to use the publication field, though it would probably be a good idea to put it in brackets. Finally, it would be crucial to give a note or notes that clearly explain the situation, including a collection-style table of contents if not too long.

Situation 2: All the plates from a published illustrated book or manual

Instead of being bound within the text where directed (usually the publishers give some kind of indication of where each plate should go, e.g., "between pages 34 and 35"), the plates are sometimes set aside and bound by themselves in a separate volume. This has been a common alternative practice over time, either by

braries or individual owners, despite the fact that it is not necessarily "user-iendly," since the plates are in a different place from the text that describes them. his approach is taken often when the plates are on a different thickness or grade f paper, or if they are different sizes from the main text (usually larger, intended be folded to fit the size of the volume). Do not treat the plate volume as a sepa-ate "bound-with" volume; instead, just catalog the whole publication as if the ntire volume (text and plates) was bound as indicated by the publisher. The bind-g situation that has created a "text volume" and a "plate volume" for this set is nly a local circumstance, so it should be described fully in a local note, as well as eing accounted for as two parts in the local holdings record.

Situation 3: Two different editions of the Old and New Testaments bound together

These should each be given separate records, with complete bound-with ataloging treatment. The following describes one such combination. Bible cholars Darlow and Moule indicate that this 1619 edition of de la Rovière's Greek New Testament was often paired with the 1618 edition of his Hebrew Old Testament to make a complete Bible.[14]

The actual bound-with note can be abbreviated (from the fuller statement iven below):

590 Bound with: Tēs Kainēs diathēkēs apanta = Novvm Iesv Christi D.N. Testamentum . . . Colonae Allobrogum : Apud Petrum de la Rouiere, MDCXIX [1619].

The entire range of elements available for use from the record for the 1619 Greek New Testament in the bound-with note, from the uniform title to the ublisher statement:

Bible. N.T. Greek. Tēs Kainēs diathēkēs apanta = Novvm Iesv Christi D.N. Testamentum : cum notis Iosephi Scaligeri in locos aliquot difficiliores : additus etiam syllabus locorum Noui Testamenti, de quorum sensu, & applicatione ad controuersa religionis christianae capita hodie lis est. Colonae Allobrogum : Apud Petrum de la Rouiere, MDCXIX [1619]

The actual bound-with note for the 1618 Hebrew Old Testament can be bbreviated (from the fuller statement given below) in the bound-with note n the record for the 1619 Greek New Testament:

590 Bound with: Ḥamishah ḥumshe Torah . . . Geneva : Be-vet ha-adon . . . K'efa' 'Elon, 378 [1618].

The following shows the entire range of elements that *could* have been used or the 1618 Hebrew Old Testament, from the uniform title to the publisher tatement:

Bible. O.T. Hebrew. Ḥamishah ḥumshe Torah : me- duyaykim 'even, me-yusadim 'al shkhayot ha-ḥemdah ... Geneva : Be-vet ha-adon ... K'efa' 'Elon [i.e., Pierre de la Rovière], 378 [1618].

Because it was still common in this century to publish the Old and New Testaments separately, these publications are correctly treated as a bound-with book. It is important not to be swayed by later Bible publishing practice, which paired the Old and New Testaments together and created a single record for the "combined" Bible. The recommended option in this case is "full cataloging" treatment, since giving the volume "collection-level" treatment would blur the differences between the two publications, including the texts in two different languages and scripts.

Situation 4: Bound volumes containing at least one "high-profile" title

The volume consists of over ten publications, most of them short clippings of poems from minor journals having little to no information on the items about the publication from whence they came.[15] The rest of the items are fully realized publications intended to be issued individually. As such, they have title pages and the other expected accoutrements. This kind of combination is not uncommon to bound-with books; however, this one does have one significant difference: one of the publications in the midst of the volume is the first edition of a title by an important author.

The fact that some of the clippings have so little information on them would have made this volume a prime candidate for collection-level treatment. However, the presence of the "high-profile" title practically demands full cataloging treatment. What can be done when faced with these competing issues? In this case, a kind of hybrid option could be considered. The entire volume could be given the collective treatment, with the single important title cataloged in full. The single title would include the same note referring back to the entire volume as is required by the full cataloging treatment. (This solution resonates with "cataloger chatter" at the "Exposing Hidden Collections" conference at the Library of Congress. People started to discuss the idea that, for efficiency's sake, collections [of separate items] could be processed/cataloged in a very broad way, with only a few of its "treasures" given more description.) This recommendation to cull out a single title for fuller cataloging has some similarities to the concept of "analytic" treatment, but the requirements for cataloging an individual title using the complete cataloging treatment is much fuller than that called for in analysis.

Situation 5: Bound volumes consisting mostly of a legitimate serial run

The most common "bound-with" situation that has taken place over centuries (and continues today) in institutions throughout the world is the binding together of serial issues in logical sequences. While there are commonly accepted concepts

bout what will be contained within the bindings (for instance, dividing each volme by year, by volume designation, and so on), it is really up to each institution decide where the breakdown will occur (for instance, for economic reasons, an stitution might bind together two or three years of a serial title).

Volumes of serial issues will also come into libraries already bound by other stitutions or private libraries. At first glance, they may seem to fit into the old of common serial bindings described in the above paragraph. However, the volumes are few enough and a lack of matches in a database search makes e serial appear to be a rare "survivor," it seems prudent to doubt the "first lance" and to take a few moments to "inventory" the contents. If something oks a little less than straightforward about the order or completeness of the umbers, or something changes about wording—especially in the titles—it is good idea to seek out reference sources that describe what the contents of e serial run should include. (Finding such sources is not always possible, ut for serials, it is often useful to try for a reference source that lists the output f a publisher.) In this case of this two-volume set, there was good information a reference source about the publisher and his output. What follows is a enericized description of the situation.

There are two volumes, each containing all 12 monthly issues of the first nd second years of the title's existence. However, each of the volumes has ne extra publication bound in at the end. In the first volume, the extra publiation is a title without any of the characteristics of the rest of the serial and not sted as part of that serial. However, further investigation shows that it does ave some traits in common with the first issue of the serial. At the end of e second volume, there is a title that *does* share characteristics of the rest of e serial, but its title is different. It turns out that the extra publication found the first volume is an exceedingly rare publication where some of the text nd many of the illustrations from the first issue of the serial were first tried ut. Indeed, this little publication was described in the reference source as a onograph that acted as a precursor to the serial (as a way of "testing the ater"). The extra publication at the end of the second volume was the first tle of the serial under its changed title; no more issues were ever published.

In all, there are 26 separate "items" involved, 24 of them related to a single erial title, one of them to the continuation of that serial under another title, nd one that is somewhat related to the serial, but still a monograph. Since it ow seems to represent a "bound-with" compilation as identified in chapter , does this mean each "pamphlet" (most of which are issues) must be cataged separately, if full treatment is chosen, or fully listed in a contents note collection-level treatment is chosen? Happily, the answer to this question is no." In summing up the full number of "bibliographic entities" involved, ere are really just three potential records to consider in making a decision etween complete or collection-level cataloging.

Fortunately, the situation as described makes the decision a straightforward ne: it only has three items to catalog and it represents two "rare survivals," the urnal and the "trial monograph" issue. Therefore, complete cataloging treatent makes the most sense here. On a further positive note, the binding decision

that put the journal first in each volume means that the call numbers supplied for the bound-with volumes will clearly represent the majority of their contents.

However, even with the full treatment option chosen, the presence of a full serial run creates some differences in the result. For one, the relationship between its two titles will necessitate that "Preceding/Succeeding" (MARC 780/785) fields be put in the record. These fields are a common method for establishing links between the two serial titles. With that link in place on the appropriate records, the cataloger might be asking another question at this juncture: "If these two fields already link the two serial titles, is it still necessary to perform the linking of the holdings that is normally called for in bound-with cataloging?" The answer is "yes": the bound-with link is given for a different reason than the 780/785 fields. It is useful to keep in mind that the bound-with linking is done to alert the user that the items within are intrinsically connected by the assigned call number.

NOTES

1. See DACS rule 2.3, Title Element, on pp. 17–23, for this excellent guidance.
2. WorldCat® #16846709
3. WorldCat® #39902992
4. WorldCat® #46687381
5. WorldCat® #285464291
6. This title is found in three languages, but the French title is what has driven the common abbreviated reference form for it (RISM). The full citation for this resource will be found in the bibliography under its English title: *International Inventory of Musical Sources.*
7. WorldCat® #40102732
8. WorldCat® #41393021
9. WorldCat® #39529131
10. WorldCat® #12885953
11. WorldCat® #276447617
12. WorldCat® #233650583
13. The thinking behind such serial-like handling is understandable, but probably not correct. If anything, such novels, intended to be issued with a clear beginning and ending, could be considered a monographic set—at least when they are separate. When all issues are bound together they become "monographs."
14. See p. 608 of vol. 2, pt. 2 of T. H. Darlow and H. F. Moule's *Historical Catalogue of the Printed Editions of Holy Scripture in the Library of the British and Foreign Bible Society.* In fact, the authors' notes throughout this part of this excellent resource indicate that, while the New and Old Testaments were still being published separately (up until the early 1600s), it was not an uncommon practice for people to choose their favorite edition of each and have them bound together.
15. See figure 12 for a good example of one method (pasting onto a blank page) for including this kind of clipping.

CHAPTER 7

Concluding Thoughts

I hope that this volume has given its readers a better understanding of bound-with books, not only how they came about but also how they can be cataloged. Even more, I hope that it has accomplished one of the goals mentioned in the introduction: to engender a sense of urgency about trying to catalog as many of these books as possible. Many of these books may be in your backlogs right now. If so, it is possible they linger there because they were targeted for full cataloging treatment but represented a significant commitment of a cataloger's time; for that reason they continued to be kept on the backlog shelves to be cataloged "later." I hope that the reader of this volume feels that there is now a sufficient range of options available to him or her to turn that "later" into "now."

For those catalogers who have been sufficiently challenged to find more of these volumes, there is another place to look for them. I am willing to bet that almost everyone who has read this book to its conclusion has cards in their institutional catalogs—or retrospectively converted records in their online catalogs—that represent earlier (card catalog-style) cataloging of bound-with books (this is probably especially true for readers from academic libraries). Some readers may be skeptical of this possibility, but I would like to request that you try to prove me wrong. You are invited to check your catalog under the most probable collective titles. These were mentioned earlier and would include, "Collection of . . . ," "Recueil de . . . ," "Tracts on . . . ," "Pamphlets on . . . ," although there are other possibilities. It would be useful to scan these cards or online entries to see if some of them exhibit indications of the old-fashioned, card catalog-style brief collection-level entry.

For those who do find such records, check the entries. Do they provide a single entry point or multiple access points? If the latter, aside from the author/title or title, do the access points include contents listings (if the number of items is not too extensive), subject or genre tracings, or name/title or title added entries? If this is not apparent enough from the card itself or from the online catalog entry, please check the volume. If you examine it reasonably fully (it will help to employ the numbered slips), it will let you know what more is needed.

If you were to perform an assessment of the existing record before upgrading it, you would likely arrive at the conclusion that it has no more information or entries than a brief acquisitions record might have. Therefore, you might need to face the fact that, at best, the card has acted as a placeholder in your catalog and is really no more than a pre-cataloging (or acquisitions) record that has been masquerading as a catalog record for several decades—if not much longer.

For those who undertake this virtual scavenger hunt and end up finding a large number of bound-with volumes that have not had full nor appropriate description, it is probably a good time to bring this issue up with cataloging managers, because you have now entered the realm of revisiting records that have long since been considered to be "finished." In this session, you will likely need to emphasize the hidden collections aspect (be ready to point to the ARL Web site) and potential for "rare survivals" inherent in the internal items, in order to receive leave to continue this venture. The "hidden collections" initiative has had sufficient traction in recent years with cataloging managers to give credence to your suggested undertaking. And again, it really will help to show them the ARL Web site.

Once approval has been garnered for this endeavor, it is time to assess the level of cataloging needed for each volume. If there are fewer than five titles, search the national database to see how many of them have contributed copy. If most or all of them have records, it would be easy enough to provide individual cataloging for each item. If there are more than five titles, perform a random sampling to see how many shared records exist. It is at this point where the suggestions found in this book for choosing between complete cataloging treatment or collection-level treatment come into play. Use the advice found in chapter 5 as your guidance as you continue. In the end, you will probably discover that several of your newly cataloged—or newly re-cataloged—volumes have become more valuable, either intrinsically or as fodder for research, as a result of your efforts.

If that is the case, this book has been well worth the undertaking. Please let me know about your efforts on behalf of these special treasures in your catalog.

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("f" indicates a figure; "n" indicates a note)

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About the Author

AIN FLETCHER is Principal Cataloger and Head of the Technical ervices Division in the Special Collections Library at UCLA in Los Angeles, California. With professional experience as a musician and graduate training as musicologist, issues related to non-book printed material resonate most trongly for Jain. Her interest extends to finding the means to describe the vast ange of this material in rational, standardized ways. In her desire to correlate hese interests, she spent six years (2002–2007) as Editor-in-Chief of the *OLAC Newsletter* (the organ of the OnLine Audiovisual Catalogers, whose specialty is nding rational, standardized approaches to a plethora of print and non-print ibliographic material). She currently presides as Chair (and chief editor) of the RBMS and MLA Joint Task Group on creating rules for rare music material ataloging (which will be published with the title, *Descriptive Cataloging of Rare Materials (Music)*).

THIRD MILLENNIUM CATALOGING

COLLECTION-LEVEL CATALOGING

Bound-with Books

Jain Fletcher

Libraries, especially academic research libraries, hold bound-with books in far greater quantities than they know, often because such compilations sit on library shelves without having been given the adequate description and cataloging that will make them useful. That obscurity is about to end.

Written to provide catalogers an all-in-one resource for information about bound-with books and relevant cataloging practices, *Collection-level Cataloging: Bound-with Books* takes a fresh look at collection-level cataloging for these often overlooked materials.

The volume begins with an explanation of the phenomenon in which individuals assembled and bound together nonrelated printed material, documenting how this practice continued through the centuries as wider literacy and use of printed materials gained ground. The various methods used to describe bound-with books in catalogs over time are also discussed. Most critically for today's librarians, the book describes the elements that can now be used in putting together a collection-level record for a bound compilation, offering rationale for catalogers who must choose between two very different cataloging approaches in making their records. Careful illustrations, photographs, and examples further clarify the process.

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